MUNIS

A TYLER TECHNOLOGIES COMPANY

PROGRAM ENHANCEMENTS

Release 2003

March 2003

Table of Contents

03/2003
Enhancement Release

INTRODUCTION

Enhancement Format

The enhancements are made up of four main sections:

1. Work order/enhancement number and brief description.
2. Overview. This is used to give a broad view of what was changed and, if there is more than one program listed, what effect it may have across all the programs. **Note:** For smaller enhancements, this part of the format may not be present.
3. Program name(s). For a given enhancement there may be several programs listed in this section, or only one, depending on the scope of the enhancement. Each of these programs will have a description (see 4, below), describing how the enhancement has modified the program.
4. Description of how the enhancement affects the programs listed in section 3 (above). These explanations may include one or all of the following: a description of the modifications, instructions for use of the new modifications, and screen shots of the effected program or functionality.

The index at the end of the enhancement document now lists changes by program name. If you prefer, you can print out the index and go through the enhancement document by program name.

1. The Work Order number and a brief sentence about the change(s).

2. Overview of the entire enhancement.

3. The program name and call name. There can be multiple programs, each with their specific explanation beneath the Overview.

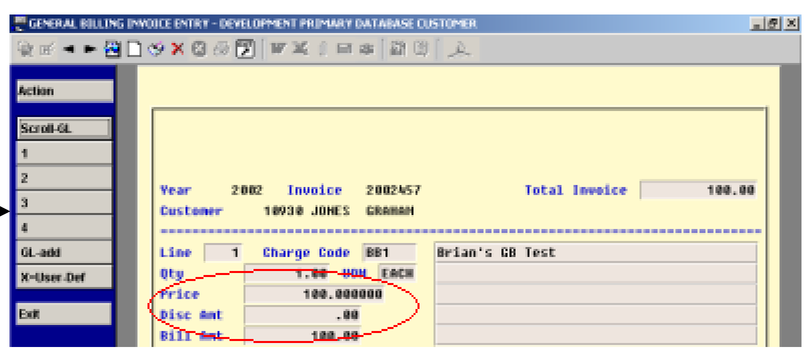
4. The explanation of the enhancement for that particular program. This explanation can include screen prints, diagrams, steps to follow, etc.

mn40008 – Entry of a negative (credit) invoice

Multiple programs have been changed to allow for a credit (negative amount) invoice.

General Billing Invoice Entry (gbinvent)

Formerly, under *2scr*, you were required to enter a positive amount in the “Price” field. Now, a negative amount is permitted. **Note:** An invoice must contain all positive bill detail lines or all negative bill detail lines. That is, if a bill has a positive line amount, then a second line cannot be negative. Similarly, if a bill has a negative line amount, than a second line cannot be positive. There is no entry to discount amount if the line is a credit.



Menu Changes

The following is a list of menu changes. Rather than reloading the MUNIS® menus, you can use this list to make customized menu changes. **Note:** The change list **does not** include:

- Employee Grievances, Employee Training, and OSHA Processing except for the new option on menu “pmmain”.
- Workflow Admin except for the new option on menu “admnmain”.
- Accounts Payable 1099 Menu, Vendor Insur Certif Maint, and Vendor Insur Certif Expir Rpt except for the new option on menu “apvdr”.
- Site Specific Menu except for the new option on menu “apcash”.
- A/P Workflow Admin except for the new option on menu “apmain”.
- Collections Workflow Admin except for the new option on menu “arpmt”.
- Budget Workflow Admin except for the new option on menu “bgmain”.
- Fixed Asset Workflow Admin except for the new option on menu “famain”.
- General Billing Workflow Admin except for the new option on menu “gbmain”.
- Inventory Workflow Admin except for the new option on menu “inmain”.
- Purchasing Workflow Admin except for the new option on menu “pomain”.
- PR/HR Workflow Admin except for the new option on menu “prsysadm”

Action	Menu Name	Menu Description	Program Name	Program Description	Menu Option	Work Order
New Menu Option	pmmain	Personnel Processing	pmgrv pmosha pmemptrn	Employee Grievances OSHA Processing Employee Training	C D F	mn42538 mn44079 mn43223 mn44520
New Menu Option	prothers	Other States	prwashin	State of Washington	T	mn44147
New Menu Option	admnmain	Admin	workadmn	Workflow Admin	F	N/A
New Menu Option New Program New Program	apvdr	Vendor Table/Reports Menu	ap1099 apvnicmt apvicprt	Accounts Payable 1099 Menu Vendor Insur Certif Maint Vendor Insur Certif Expir Rpt	I D F	N/A mn43326 mn43326

New Menu Option	apcash	Cash Disbursements Menu	apcsite	Site Specific Menu	M	N/A
New Menu Option	apmain arpmt bgmain famain gbmain inmain pomain prsysadm	Accounts Payable Payment Processing Budget Processing Fixed Assets Menu General Billing Functions Inventory Menu Purchasing Menu P/R System Admin Menu	apworkfl arworkfl bgworkfl faworkfl gbworkfl inworkfl poworkfl prworkfl	A/P Workflow Admin Collections Workflow Admin Budget Workflow Admin Fixed Asset Workflow Admin General Billing Workflow Admin Inventory Workflow Admin Purchasing Workflow Admin PR/HR Workflow Admin	G O N D F D G H	N/A
New Program	ap1099	Accounts Payable 1099 Menu	ap1099in	Print 1099-INT Forms	G	mn43500
New Program	poent	Purchase Order Processing Menu	poapprov	PO Approvals	F	mn44499
New Program	bgmain	Budget Processing	bgapprov	Budget Transfer Approvals	L	mn44396
New Program	poinq	Purch Ord Inquiry/Reports Menu	pofaexpt	Purchase Order Asset Export	F	mn43195
New Program	pobdq	Bid Management	bqpstawd	Post Awards	G	mn42213

FINANCIALS

Accounts Payable

mn42254 – New error message when re-running checks

Automated Checks (apchecks)

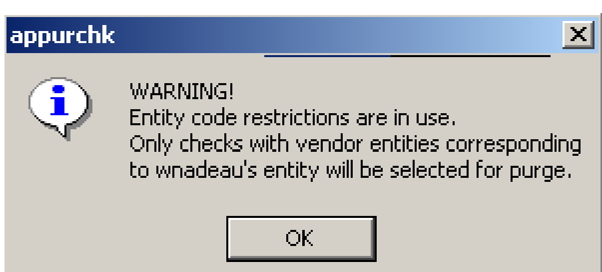
When selecting the *Rerun* option on a check and the number is within the check number range of the original check run (in the "First check number" field on the main screen) a new warning message displays and you cannot continue.

mn42587 – Entity codes incorporated in AP programs

Overview: This enhancement applies to all sites that have the "Use entity code restriction? (Y/N)" field (*2scr* in the MUNIS SYSTEM CONTROL TABLE program) set to "Y". With the 2003 Annual Release, entity code functionality has been incorporated into certain AP programs. For more information on entity codes, please refer to your System Administration manual.

AP Purge Checks (appurchk)

If entity codes exist for a user and vendor, a message alerts you that entity code restrictions exist and only those checks with corresponding entities are purged.



AP Purge Vendors (appurvnd)
If entity codes exist for a user and vendor, a message alerts you that entity code restrictions exist and only those vendors with corresponding entities are purged.

Automated Checks (apchecks)
When selecting records, this program checks for any user, vendor and cash account entity codes that may exist.

Cash Disbursements Journal (apcshdsb)
When finding records, this program checks for any entity codes by user and cash account.

Check Reconciliation (apchkrcn)
When processing, this program verifies that a user's entity code restriction agrees with a cash account entity code restriction.

EFT Register Media (apeftran)
This program checks user and cash account entity codes when processing.

Purge Paid AP Invoices (appurinv)
If entity codes exist for a user and vendor, a message alerts you that entity code restrictions exist and only those invoices with corresponding entities are purged.

Vendor Inquiry (apvdrinq)
When selecting invoices, this program checks entity codes based on user and vendor to ensure the correct data is selected.

Vendor Warrant List (apwarrnt)
When selecting invoices, this program checks for any user, vendor and cash account entity codes that may exist.

mn42920 – Changes to remits display on audit list

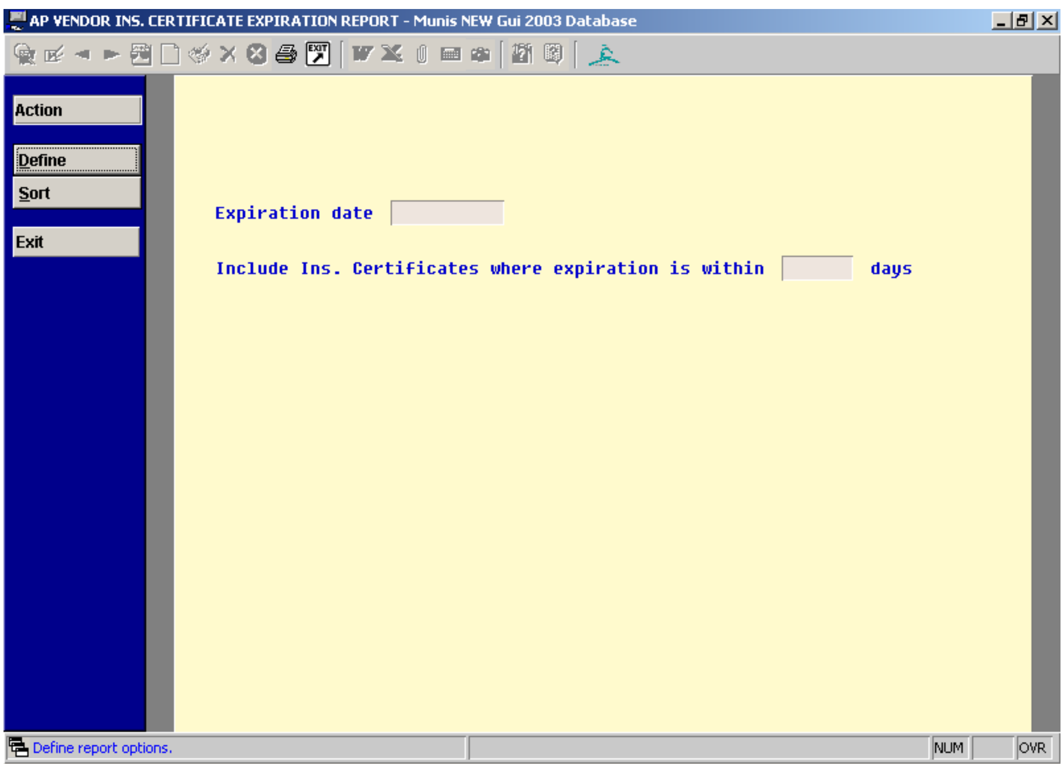
Vendor Maintenance (apvdrmnt)

If any additions, updates or deletions are made to a vendor's remit address, (found in the "Remits" option on the main screen) the changes are displayed in the VENDOR MAINTENANCE AUDIT LIST/PURGE program.

mn43326 – Two new accounts payable programs

AP Vendor Ins. Certificate Expiration Report (apvicprt)

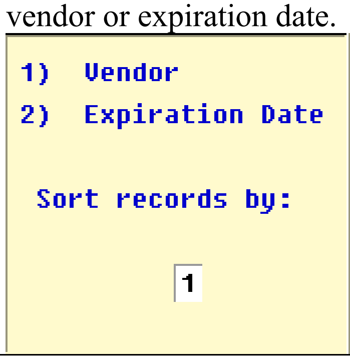
This program generates a report that displays records from the AP vendor insurance certificates that are close to expiration.



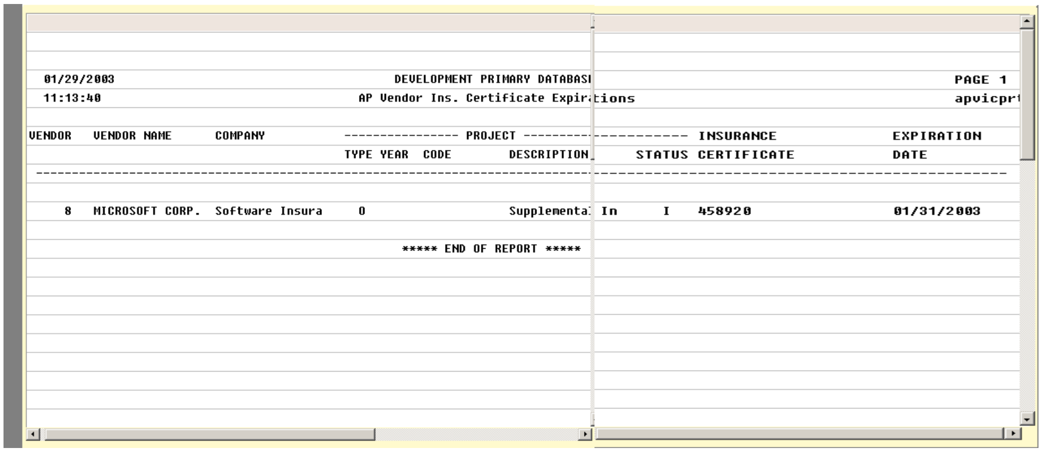
Fields

Field	Description
Expiration date	Use to define the certificate expiration date. The default is today's date, but can be overwritten. **Note:** Date cannot be less than today's date.
Include Ins. Certificates where expiration is within … days	Use to enter the amount of day(s) starting with Expiration Date to be checked for any insurance certificates that will expire.

Side Menu

Option	Description
Define	Use to define the report. The fields' default settings can be changed, if desired.
Sort	When selected, a box displays to sort the report by vendor or expiration date. 
Output	Located on the Toolbar. Use to display, spool or print the report. Displays a report that lists all certificates based on the search criteria.

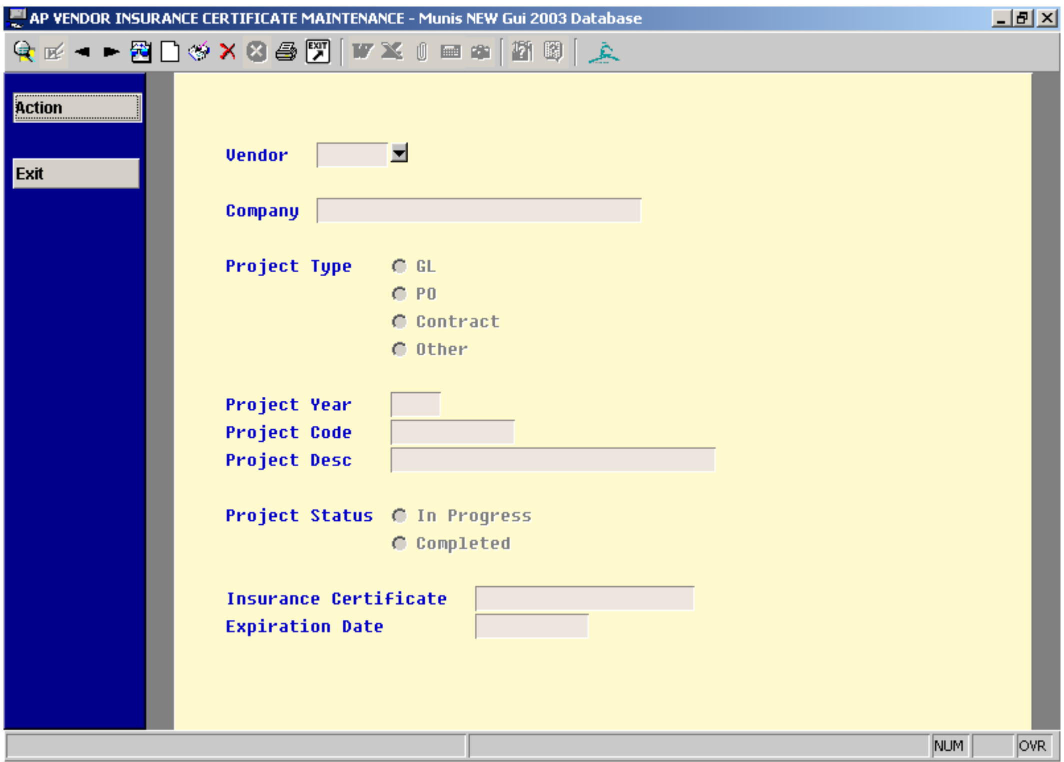
AP Vendor Ins. Certificate Expiration Report - *Output* screen



```
01/29/2003                                  DEVELOPMENT PRIMARY DATABASI                              PAGE 1
11:13:40                                AP Vendor Ins. Certificate Expirations                        apvicprt

VENDOR   VENDOR NAME      COMPANY          ---------------- PROJECT ----------------------- INSURANCE          EXPIRATION
                                           TYPE YEAR  CODE        DESCRIPTION     STATUS CERTIFICATE          DATE
--------------------------------------------------------------------------------------------------------------------------

    8    MICROSOFT CORP.  Software Insura    0                    Supplemental In      I    458920             01/31/2003

                                                 ***** END OF REPORT *****
```

AP Vendor Insurance Certificate Maintenance (apvnicmt)

This program adds, maintains, and deletes vendor insurance certificate information. An insurance certificate can be associated with a Munis GL Project, a Munis Purchase Order, a Munis Contract, or non-Munis project (other). **Note:** This is especially helpful where multiple vendors exist per project and need individual insurance certificates.



Toolbar Menu

Option	Description
Update	Use to update field information. **Note:** The “Vendor” field cannot be updated.

Fields

Field	Description
Vendor	Enter the vendor name. Must be a valid vendor from the AP VENDOR MAINTENANCE program.
Company	Enter the company name associated with the certificate.
Project Type	Use to enter the specific project type. Defaults to "Other" but can be changed. Choices are GL, PO, Contract or Other.
Project Year	Required field if the "Project Type" is "PO". Enter the purchase order year. Not accessible for other project types.
Project Code	Enter the project code associated with the project type. *Help* is available. **Note:** There is no entry into this field if the "Project Type" field is "Other".
Project Desc	Defaults the project name from the "Project Code" field. **Note:** You must manually enter a description if the "Project Type" field is "Other".
Project Status	Choose from "In Progress" or "Completed". Defaults to "In Progress" but can be changed.
Insurance Certificate	Required field. Enter the insurance certificate number.
Expiration Date	Required Field. Enter the certificate expiration date. **Note:** A warning appears if the date entered is earlier than current date, but it is accepted and you can continue.

mn43500 – New program called Print 1099-INT Forms

Print 1099-INT Forms (ap1099in)

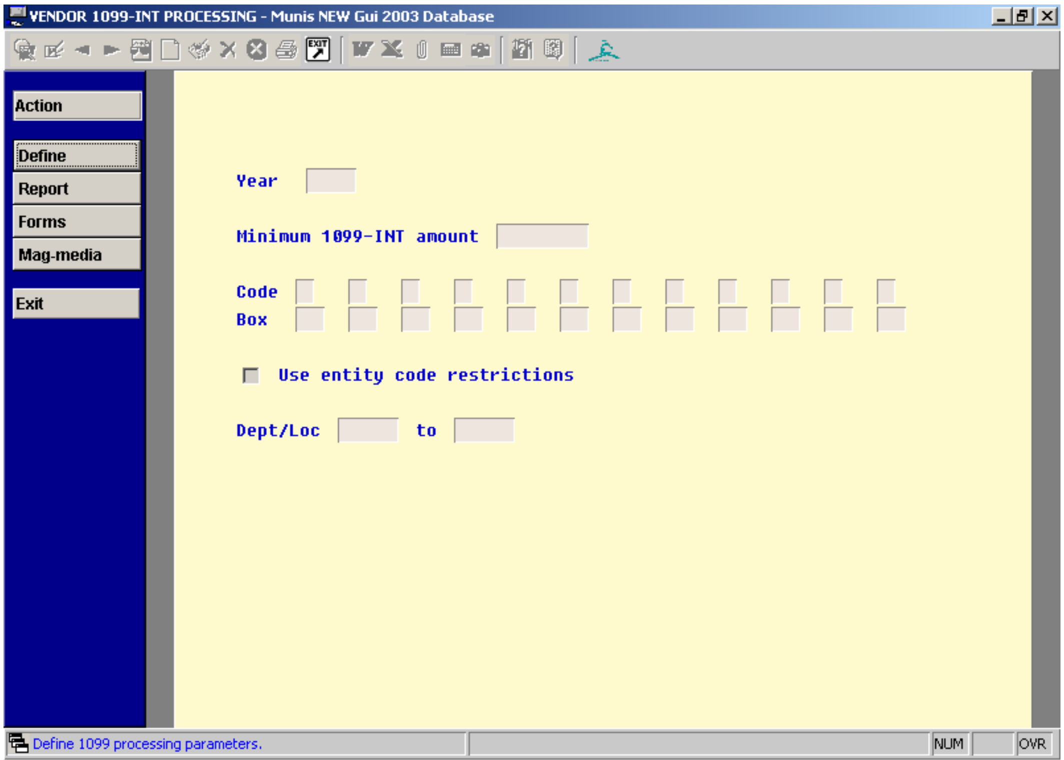
This program creates a 1099-INT worktable that can be used as a list, printed on 1099-INT forms, or used to create 1099-INT magnetic media.

Note 1: It is strongly recommended that you run a 1099-INT report to note any errors that may exist in SSN/FID in the AP VENDOR MAINTENANCE program. Each vendor reported 1099-INT must have either a Social Security Number or Federal ID Number.

Note 2: This program functions like the AP Print 1099-M Forms program. The main differences are that:

- the print layout is for 1099-INT Form 7150, and
- the mag-media file will be created with "6" in the Type of Return Code position.

Vendor 1099-INT Processing screen



Fields

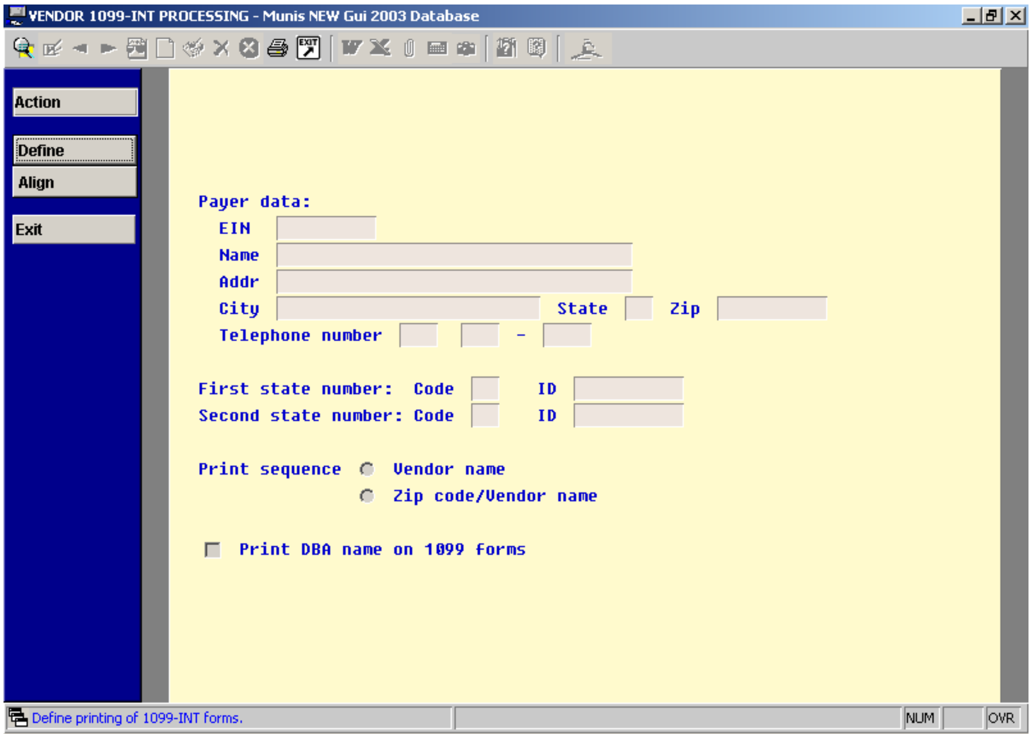
Field	Description
Year	The year 1099-INT is reported. Defaults to the current year in G/L PARAMETER F/M. **Note:** This can be overridden.
Minimum 1099-INT amount	The minimum dollar amount required to report per vendor. Defaults as .01, but can be overridden.
Code	The 1099-INT box codes that were created in MISCELLANEOUS CODES for each box on the vendor 1099. **Note:** In Invoice Entry, the correct 1099 box code entered stands for the 1099 box that the invoice amounts should go to when 1099s are printed at year-end. Therefore, a different 1099 code should be setup for different types of interest income.

Box	This number corresponds to the Box number on the form. For each 1099 Code to be printed on this form, enter the appropriate 1099-INT box number in the "Box" field below the "Code" field.
Use entity code restrictions?	This field applies to organizations, such as a school and town, that share MUNIS® but have set up separate FID numbers for the same vendors (required by the system). It determines whether to restrict selection of 1099-INT vendors to a single Entity Code.
Dept/Loc	This dept/loc code must exist in Department File Code F/M found in the Purchase Order Auxiliary Programs menu. To select all departments leave this field blank (defaults to all-zzz's).

Side Menu

Option	**Description**
Define	Establishes the 1099 processing parameters.
Report	Prints a summarized report (across departments) that lists the vendor number, name, address, SSN/FID and 1099-INT total dollar amount.
Forms	Enter your organization's identification data and the desired 1099-INT print sequence to print a test lineup and forms. See page 18 for more information.
Mag-media	Use to establish the 1099-INT data and then *Output* to mag media. The filename and path are displayed when *Output* is selected. Note the name for retrieval of the Mag-media file. See page 18 for more information.

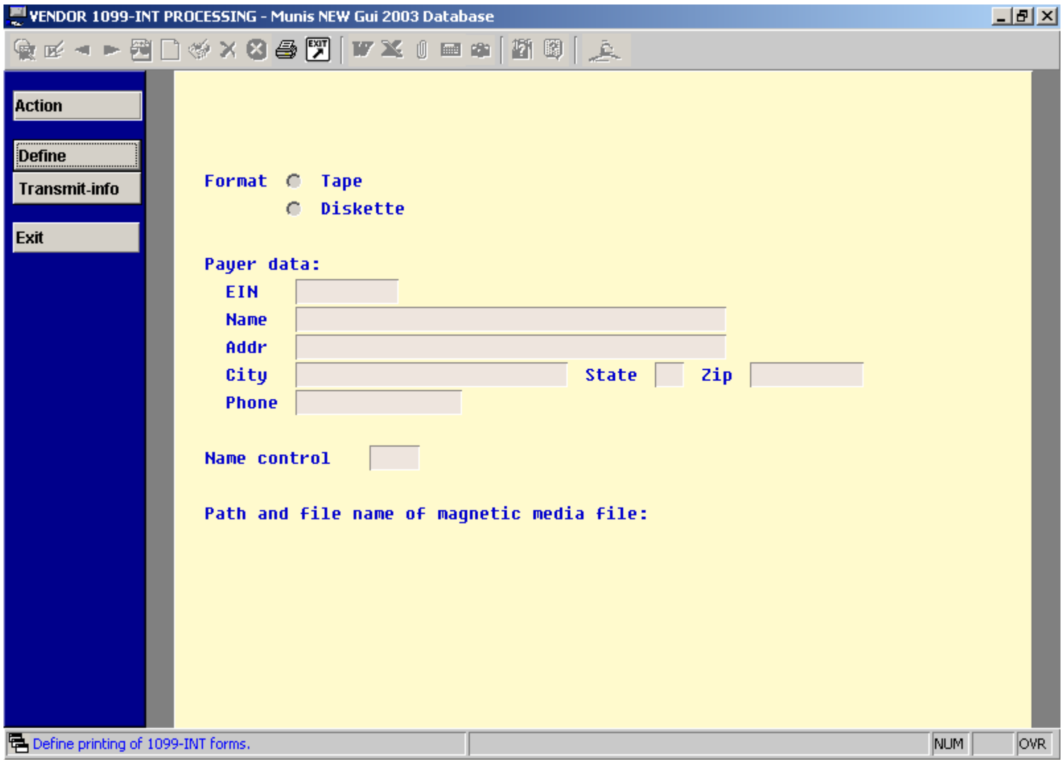
Accounts Payable – *Forms* option Screen



Side Menu

Option	**Description**
Define	Establishes parameters for printing the 1099-INT forms. All fields are required except "Addr". **Note:** The employer's "State Number Code and ID" are not required for all states.
Align	Prints a test form lineup for the 1099-INT forms to position the printer correctly. This form is printed at 6LPI. A total of three forms are printed, with twenty-two lines per form.
Output	Prints the 1099-INT forms based on the active set from the *Find* option. Amounts are summarized across departments by year, vendor and box. If any errors are detected, the following message appears: ""These errors must be corrected prior to printing the forms or creating magnetic media"".

Accounts Payable – *Mag media* option Screen



Side Menu

Option	**Description**
Define	Use to enter parameters necessary to create mag media. All fields except "Addr" and "Name control" are required.
Transmit-Info	This option creates a transmission record as the first record in the mag media file. Select this option before *Output*. All fields are required.

mn43567 – Modification to Old National Bank Layout

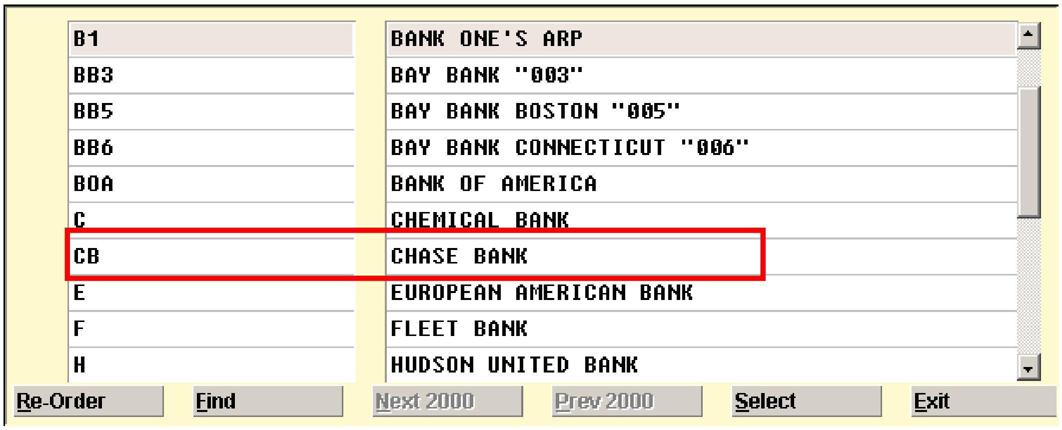
Check Reconciliation (apchkrcn)

Modifications were made to the check reconciliation format for Old National Bank. The "Check Number" and "Check Amount" fields were lengthened and the positions of the other fields adjusted to compensate for the new field lengths.

mn43662 – New Output Format for Chase Bank

Check Reconciliation (apchkrcn)

For *Mag-Media*,a new output format has been added, “CB” (Chase Bank)



mn43721 – New notification for employees with budget amendment restrictions

Invoice Entry (apicdent)
Invoice Maintenance (apinvmnt)

In the INVOICE MAINTENANCE program:

- If the dollar amount of an invoice that liquidated a carryforward PO is changed,
- “Auto-Decrease…” and “Auto-Increase…” fields are checked and
- the budget carryforward code is “1” or “3”, then budget amendments are now created in the INVOICE ENTRY program.

When a budget adjustment is created, but you do not have permissions to post budget amendments (in the ID CODE PERMISSIONS PROGRAM, option B), a popup window alerts you that an employee with the appropriate permissions must run the BUDGET AMENDMENT ENTRY program.

mn44095 – Additional security added in Vendor Maintenance program

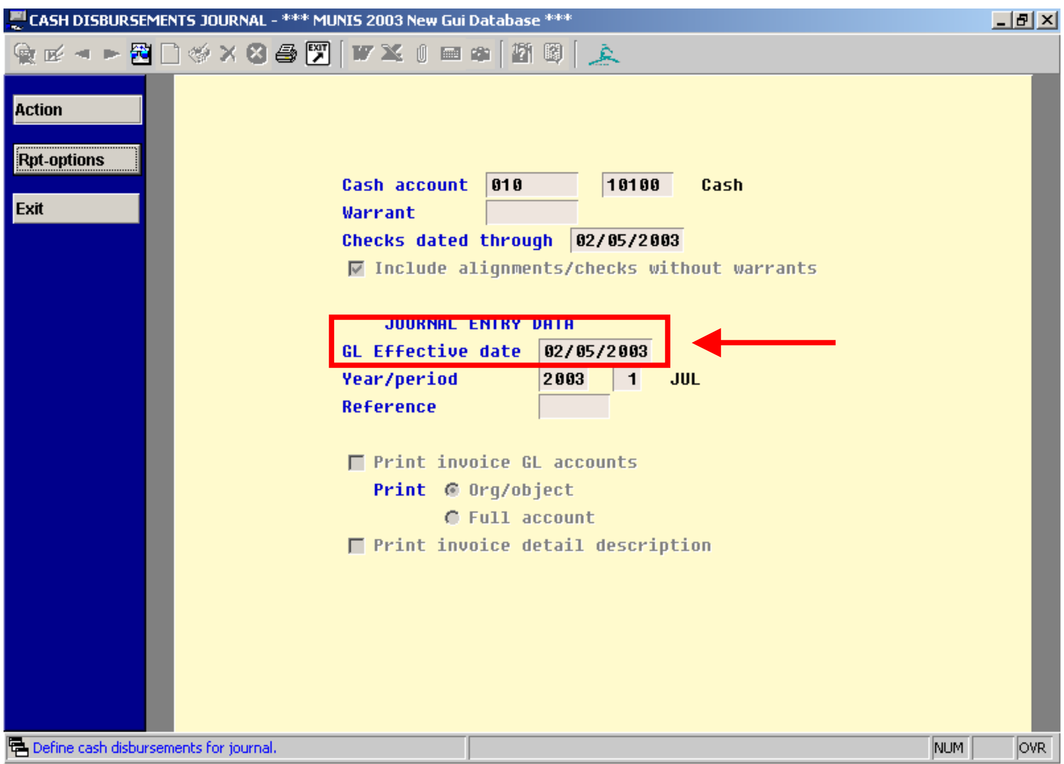
Vendor Maintenance (apvdrmnt)

Additional security has been added for the remit name. If the "Restrict vendor name maintenance" field is set to "Y", (in the ID CODE PERMISSIONS program, option C) you cannot update the "Name" field (under the "Remits" button) in the VENDOR MAINTENANCE program. **Note:** Regardless of the setting, the vendor "Alpha" field on the main screen is modifiable.

mn44627 – Renamed the "Effective Date" field

Cash Disbursements Journal (apcshdsb)

On the main screen, the "Effective Date" field has been renamed to "GL Effective Date". There is no change in functionality.

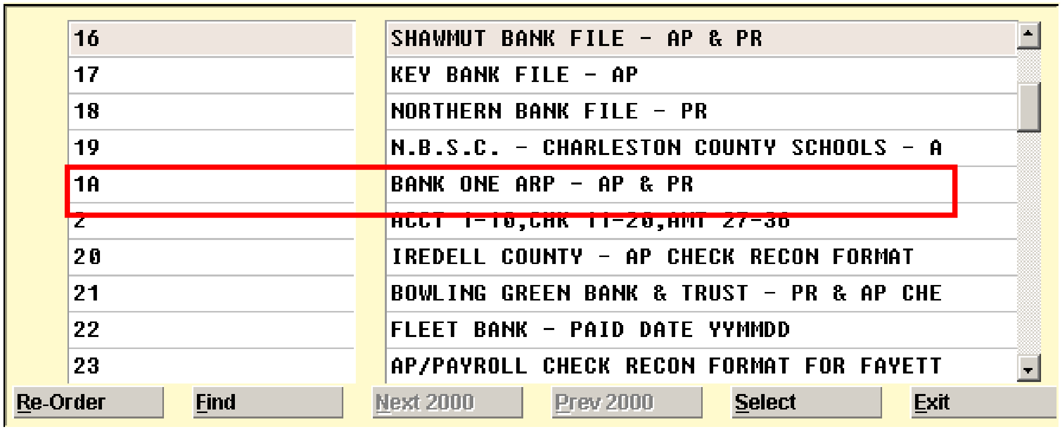


mn44690 – New Input and Output format for Bank One

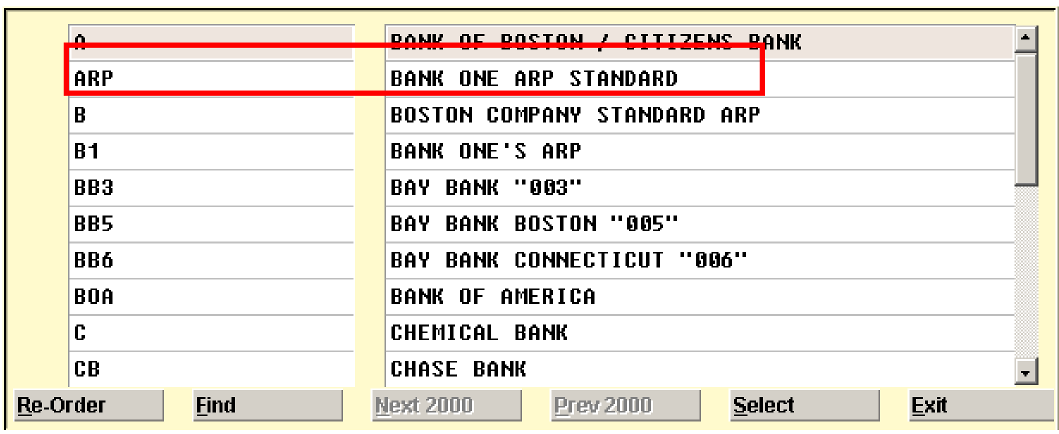
Check Reconciliation (apchkrcn)

A new Input and Output (under the *Mag-media* option) format for Bank One ARP has been added to this program. Please refer to the Accounts Payable Manual in the "File Formats" topic for general File Format information.

Input Format – "1A"



Output Format – "ARP"

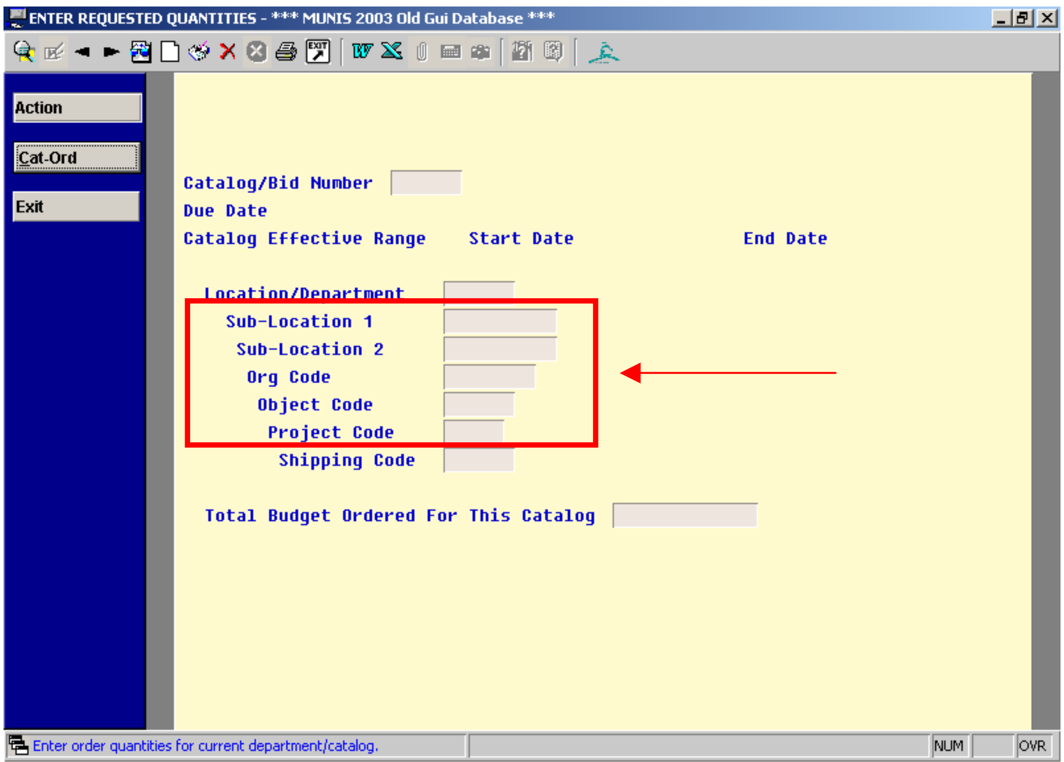


Bid Management

mn15355 – You can *Find* on more fields

Enter Requested Quantities (bqcatord)

When selecting *Find,* you can further narrow your criteria by using the "Sub-Location 1", "Sub-Location 2", "Org Code", "Object Code" and "Project Code" fields.

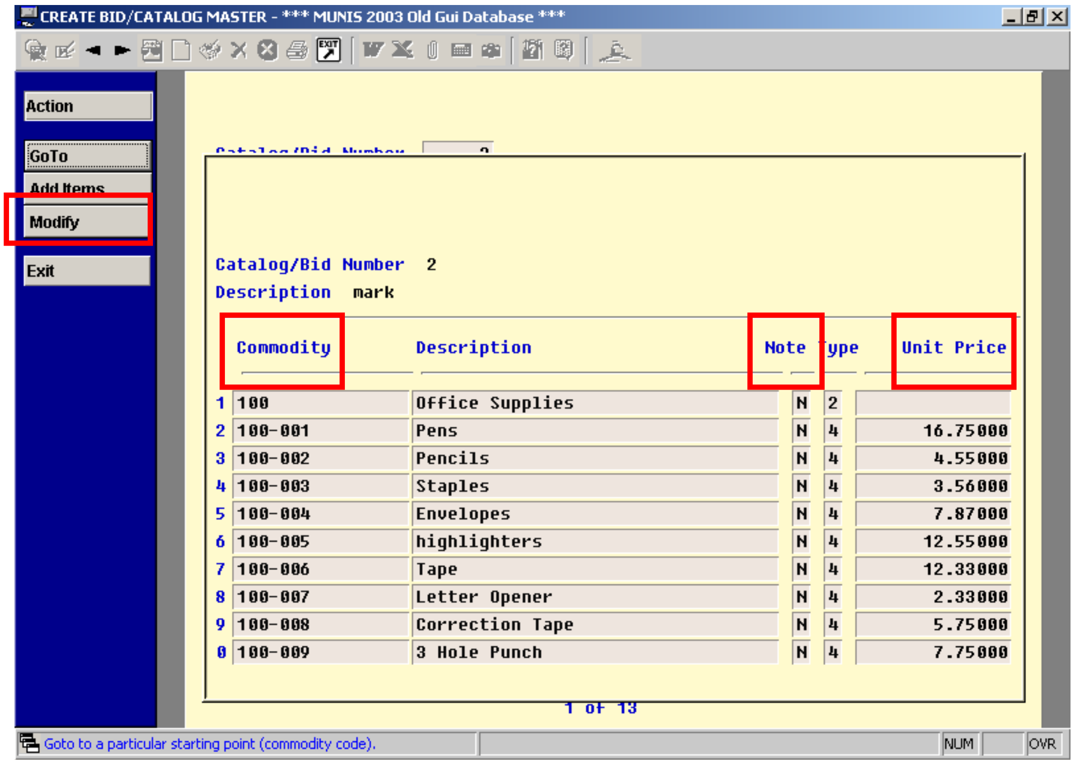


mn20591 – Updates to program

Create Bid/Catalog Master (bqcatbld)

When adding commodity codes, the data in the "Commodity Range" fields can be erased to create a blank catalog. **Note:** The data in the "Object Code Range" field is automatically erased.

In addition, on the *Commodity* screen, the side menu option *Modify* has been added to replace the *Update* toolbar option. When selecting, you can add, update or delete commodity lines using fewer side menu options and saving keystroke time. The three modifiable fields are "Commodity", "Notes" and "Unit Price".

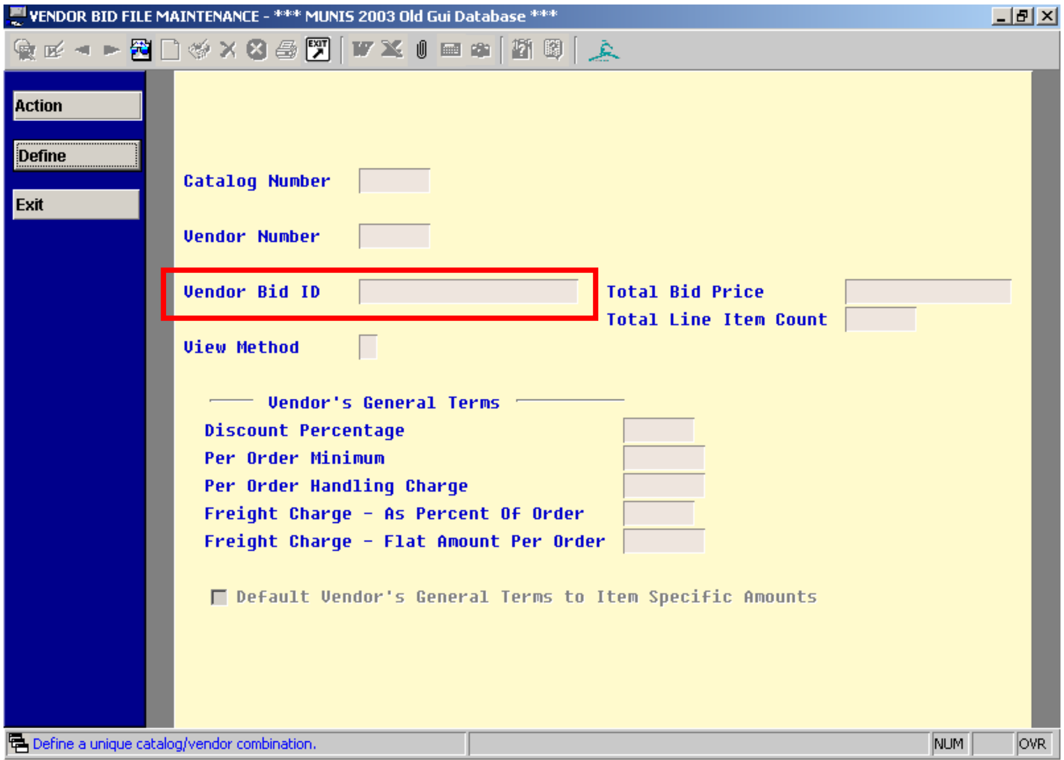


mn20594 – Field accepts more characters

Vendor Bid File Maintenance (bqcatbid)

The "Vendor Bid ID" field has been modified to accept up to 20 characters.

Vendor Bid File Maintenance screen

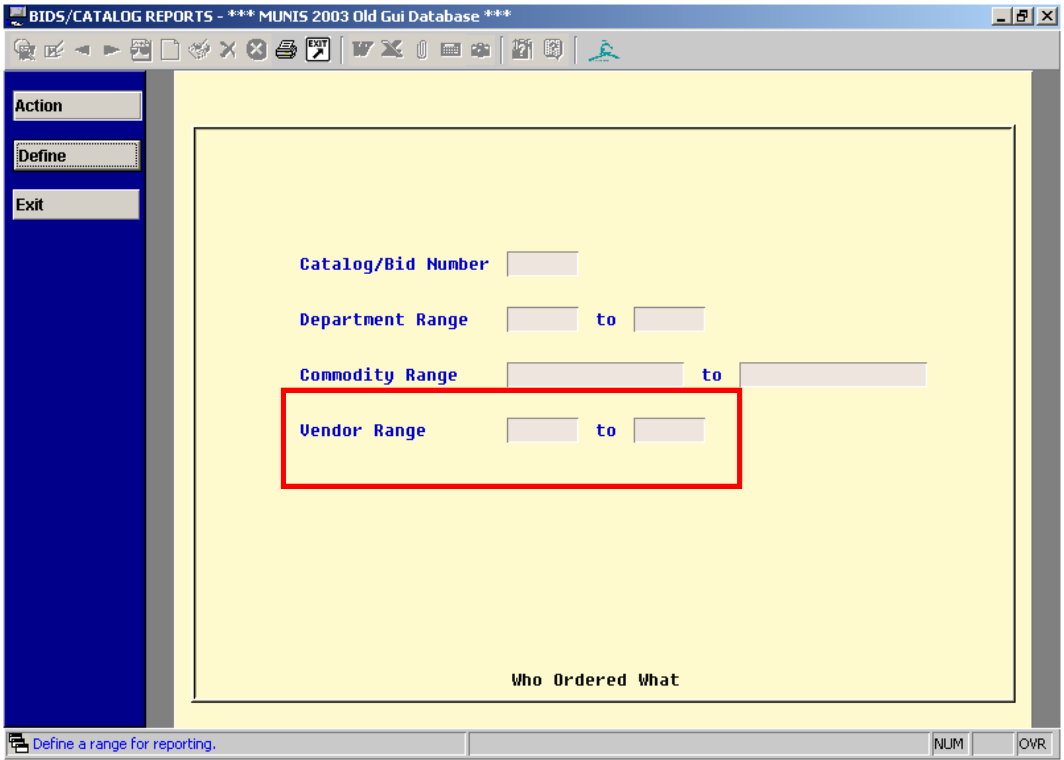


mn20595 – New field called "Vendor Range"

Bids/Catalog Reports (bqcatrep)

Under option I. (Who Ordered What), "Vendor Range", has been added. When selecting *Define,* use to enter a specific vendor range. Defaults are "1" and "999999". **Note:** If the vendor ranges are listed as the defaulted setting, the program works as it did previously.

I. Who Ordered What Screen



mn20596 – "End of Report" added for designation

Bids/Catalog Reports (bqcatrep)

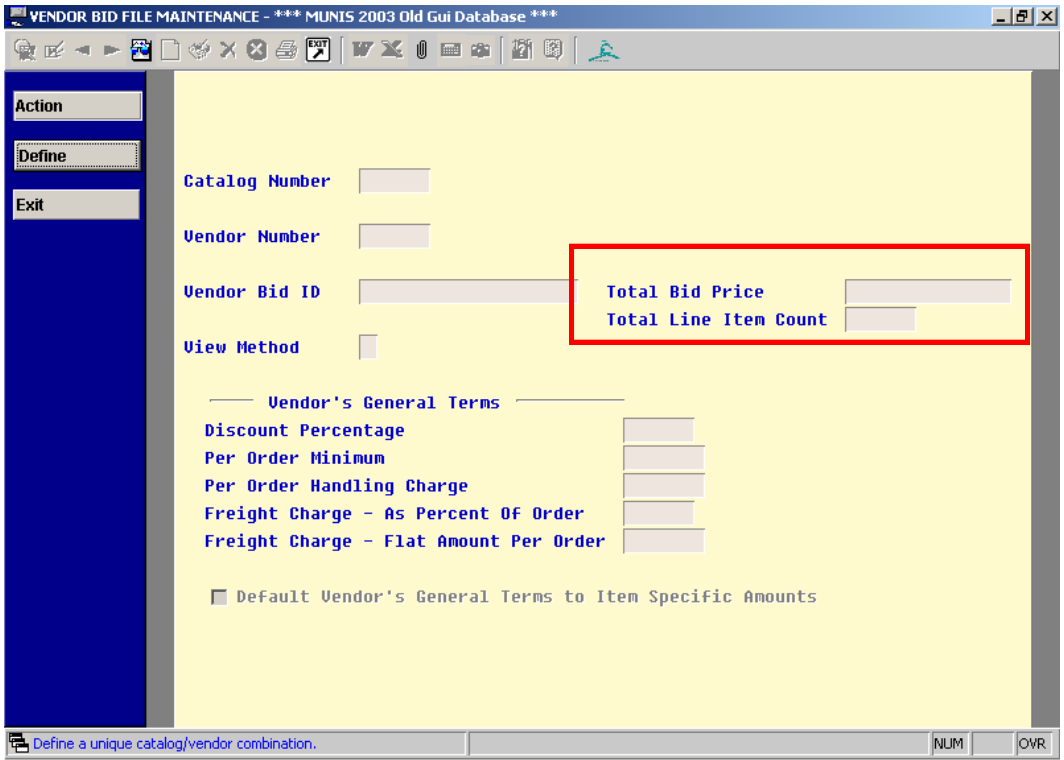
When printing a report from any option (A-E), "End of Report" has been added to designate the last page of the report.

mn20597 – New fields added

Vendor Bid File Maintenance (bqcatbid)

Two fields, "Total Bid Price" and "Total Line Item Count" have been added to the main screen. These fields are display only. After entering your *Define* criteria, these fields calculate the total bid amount and line count with a unit bid per catalog/vendor.

Vendor Bid File Maintenance screen

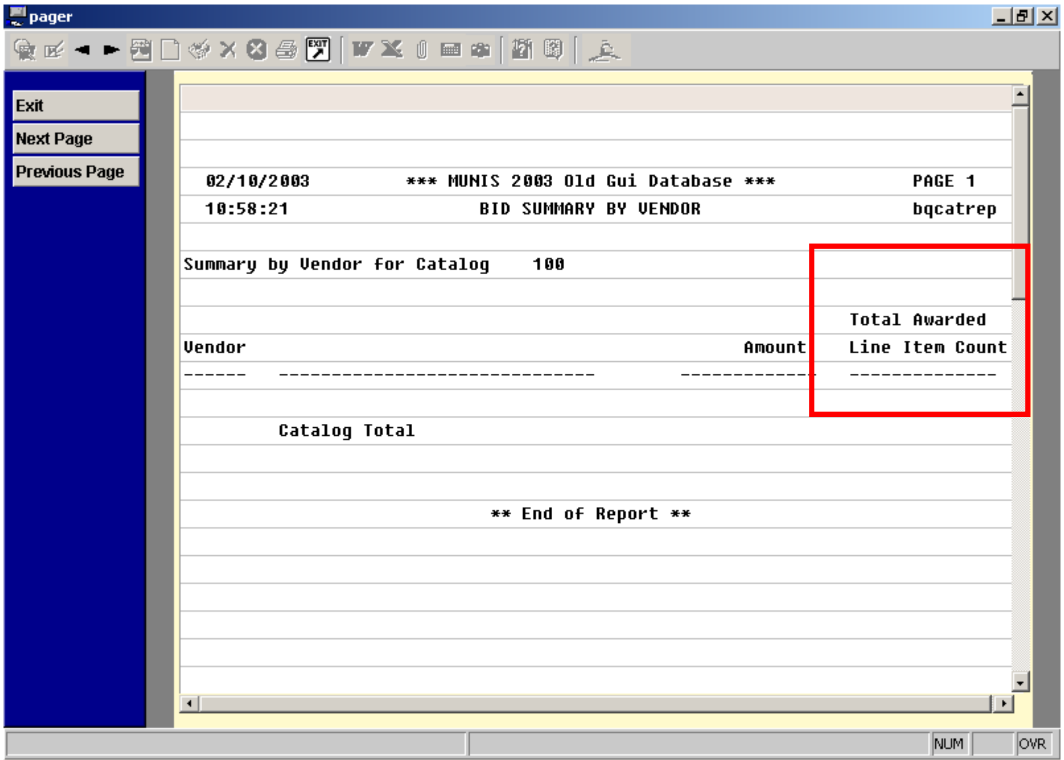


mn20598 – New column displays total number of commodities

Bids/Catalog Reports (bqcatrep)

Under option G. (Vendor Bid Summary), a new column, "Total Awarded Line Item Count", has been added to the report. The column displays the vendor's awarded commodity total.

Vendor Bid Summary Report

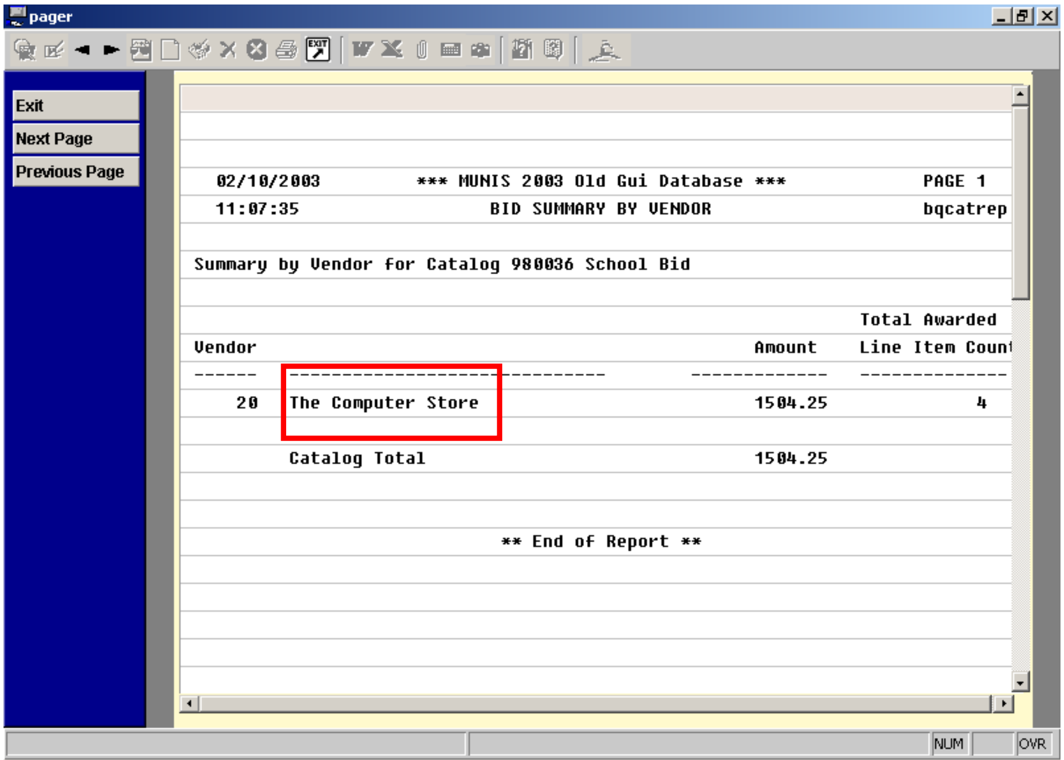


mn20599 – Vendor name displays on report

Bids/Catalog Reports (bqcatrep)

Under option G. (Vendor Bid Summary), the report now displays the vendor name next to the vendor number.

Vendor Bid Summary Report

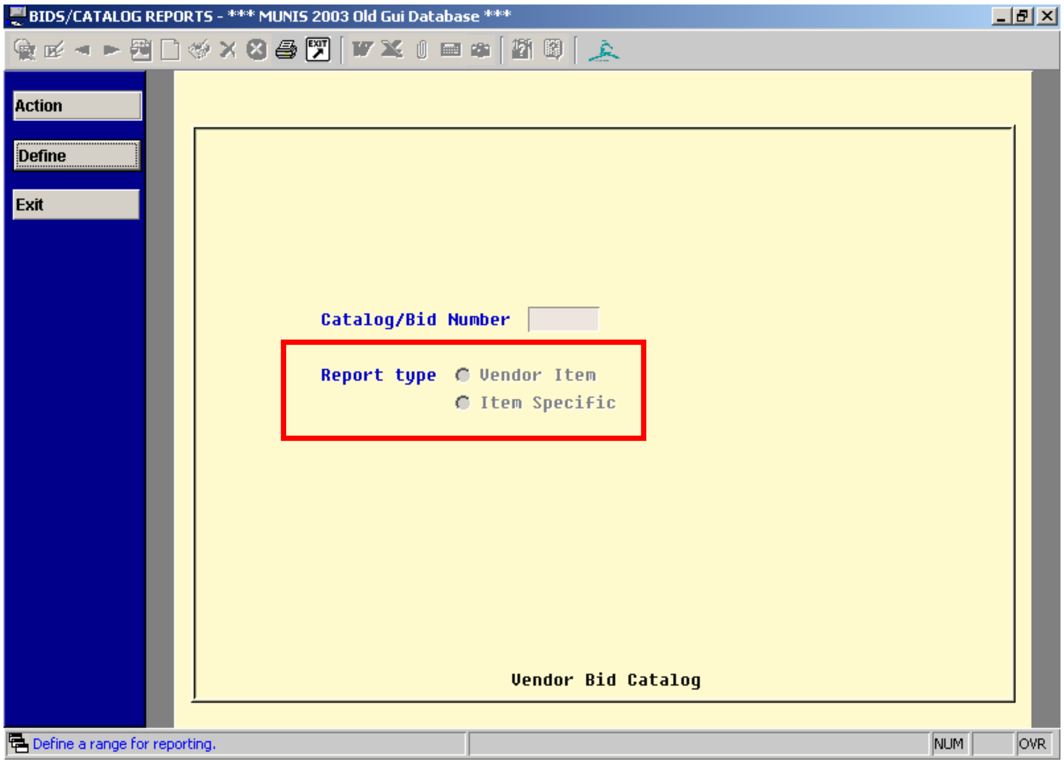


mn20600 – New options to define report

Bids/Catalog Reports (bqcatrep)

On the Vendor Bid Catalog (option B), the option, "Report type" has been added. Choose to print a report by Vendor Item (V), or Item Specific (I). **Note:** Option "I" is the default. Choose this option to have the report display as it did previously. Choose "V" and the report changes columns after "Qty to Unit Bid Price", "Extended Bid Price", "Item Number" and "Alternate Specs".

Vendor Bid Catalog Screen

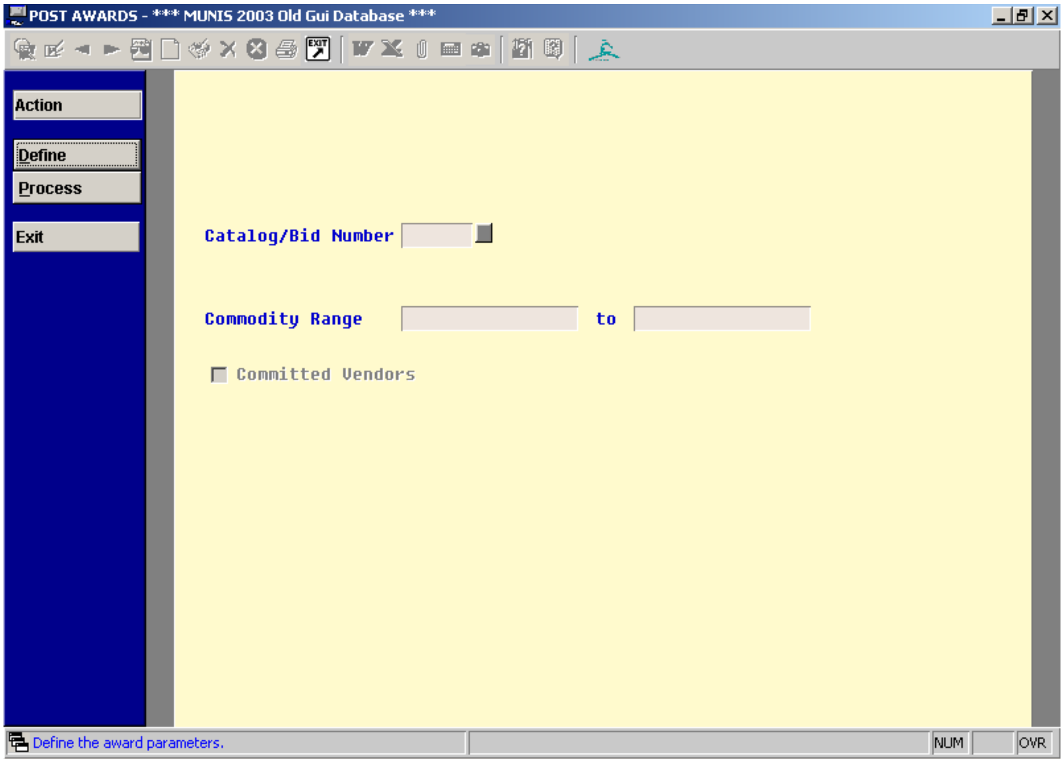


mn42213, mn42215 – New program called Post Awards

Overview: This program can be found under the BID MANAGEMENT Menu, option F.

Post Awards (bqpstawd)

The program was designed for sites that do not convert bids to purchase orders. It updates commodity code detail records. These records represent a "contract" with one vendor at one price and are used by both PURCHASE ORDER ENTRY and REQUISITION ENTRY to establish defaults for vendor, price and bid number.



Fields

Field	Description
Catalog/Bid Number	Enter the bid/catalog number. *Help* is available. You can only enter bids that are at status “8” (awarded).
Commodity Range	Enter a range you wish included from the bid, or leave blank for all.
Committed Vendors	Check to have the vendors committed. Each of the commodity codes within the awarded bid is updated to "C"ommitted.

Side Menu

Option	Description
Define	Select to define the desired information.
Process	Select to update commodity code information per vendor/bid.

Note: In the Purchase Order Entry and Requisition Entry programs, the “Vendor”, “Bid #”, and “Unit Price” are defaulted when commodity codes are used. If the commodity is committed to a vendor and if a bid number exists, these programs do not allow entry into the “Bid” field during Add or Update.

Budget

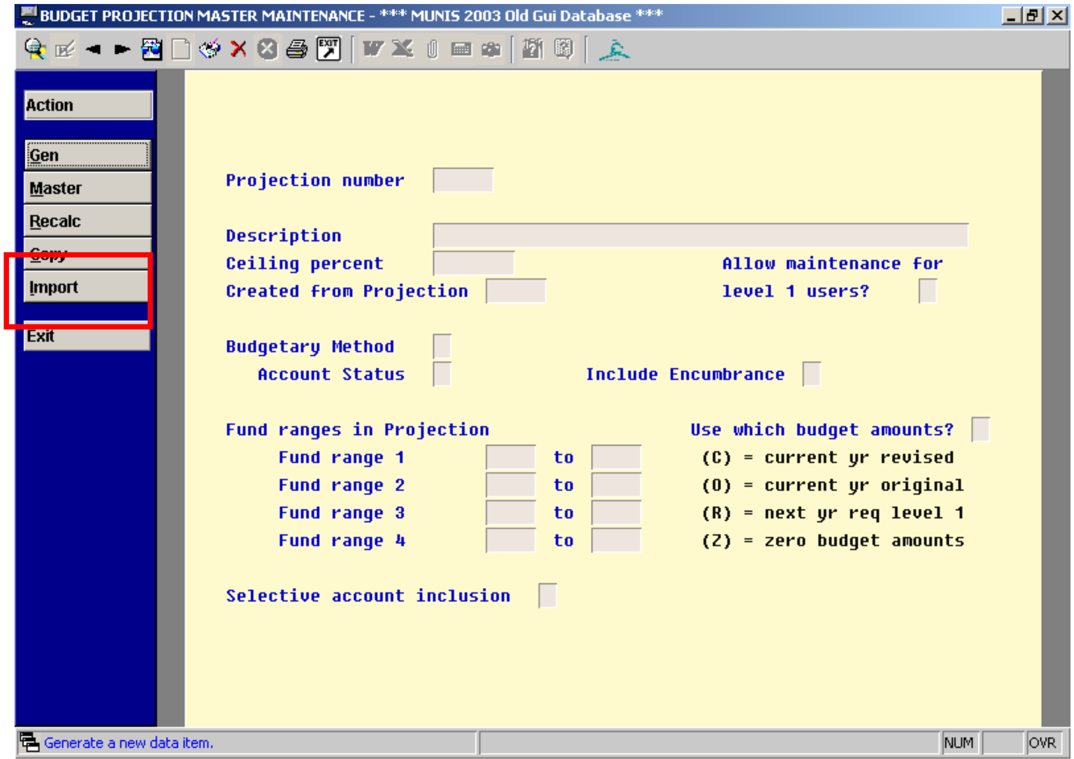
mn42660 –Import budget amendment information

Budget Projection Master Maintenance (bgprojmt)

The *Import* side menu option has been modified to import budget detail that creates a new budget projection or updates an existing one.

Note 1: If importing a projection with an existing projection number, the message ""A projection already exists with the current projection number. Import of budget detail will update this projection. Continue with import (Y/N)?)"" displays. If you select (Y)es, this import updates the current projection. If (N)o, is selected, you are returned to the "Projection" field.

Note 2: When importing data into an existing projection, if the accounts currently exist within the projection, the import now overrides the budget level amounts. If the accounts are not within the selected projection, they are added.



Import JE ASCII File (glimptje)

Import budget amendment transactions:

- A new import source, "Budget Import Format" has been added. This format must be selected to import budget amendments. The file layout is as follows:

Field Desc	Start	End	Size	Comment
Org	1	8	8	MUNIS Org, Object and Project
Object	9	14	6	together to form the MUNIS
Project	15	19	5	account code.
Full Acct	20	54	35	Full account or blank
Comment	55	84	30	Optional comment
Reference 2	85	94	10	Additional comment field
Reference 3	95	106	12	Additional comment field
Debit/Credit	107	107	1	(D)ebit or (C)redit
Amount	108	120	13	Amount w/o commas, decimal, sign
Blank	121	139	19	Space filled

- A new field, "Budget Amendment Type" has been added. Use to determine the budget type to import. Options are: 1-6 (1,4 – Exp/Exp or Rev/Rev 2,5 – Exp/Rev 3,6 – Exp/Rev one sided).

This program creates one journal for each file imported. The journal created is placed in a "hold" state (unposted). Posting is done through THE BUDGET TRANSFERS & AMENDMENTS program.

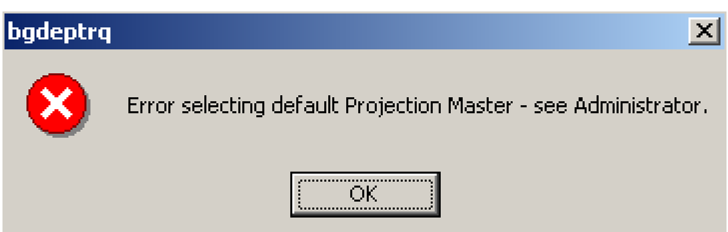
Note 1: If any errors occurred when importing the journal, they are displayed and you are asked to continue. Continuing the process only validates the format of the file - no journal is created. If any errors occur when posting, they are written to a report for corrections to be made.

Note 2: Budget adjustments imported this way are always increase/decrease to the current year budget.

mn43970 – New error message in Next Year Budget Entry program

Budget Projection Parameter Maintenance (bgparmnt)
Next Year Budget Entry (bgdeptrq)

If the default projection number (found in the BUDGET PARAMETER program) is not valid, the following message displays when entering the NEXT YEAR BUDGET ENTRY program. **Note:** After selecting OK, you cannot continue within the program.



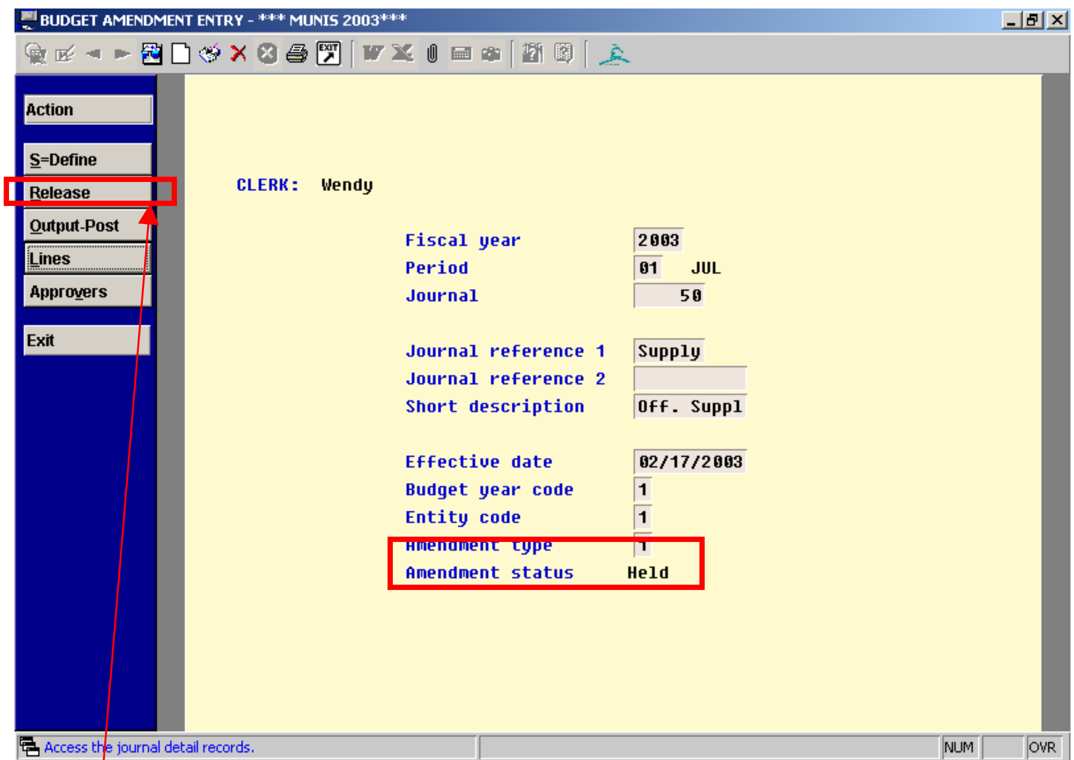
mn44497 – Workflow functionality within the Budget module

Budget Amendment Entry (bgamdent)

Workflow functionality exists in the Budget module (see pg 37). The "Amendment Status" field has been added to the initial screen. This field is display only. The list of possible options is as follows:

- "Held" – The initial status of the added journal.

- "Unbalanced" – Displays if the journal is not in balance. **Note:** Unbalanced journals cannot be released.
- "Pending Approval" – Displays when the journal is released and pending Workflow Business rules need approval.
- "Approved" – Displays when the journal has been approved via the workflow process or the BUDGET APPROVALS program.
- "Error" – Displays when an error has occurred in the Workflow process.



In addition, a new side menu option, *Release,* has been added. **Note:** Due to the incorporation of Workflow functionality, you must release the journal before posting. This option initiates the Workflow process (see below for the Workflow process within Budget or view the Workflow section to view all programs with Workflow functionality).

The Workflow process in Budget:

- When an employee creates a budget amendment (BUA), the status is "HELD" (displayed in the new field on the Budget Amendment header screen). The BUA is released and the status is updated to "Pending Approvals". All step 1 approvers are notified. If step 1 is approved than step 2 is notified, and so on.

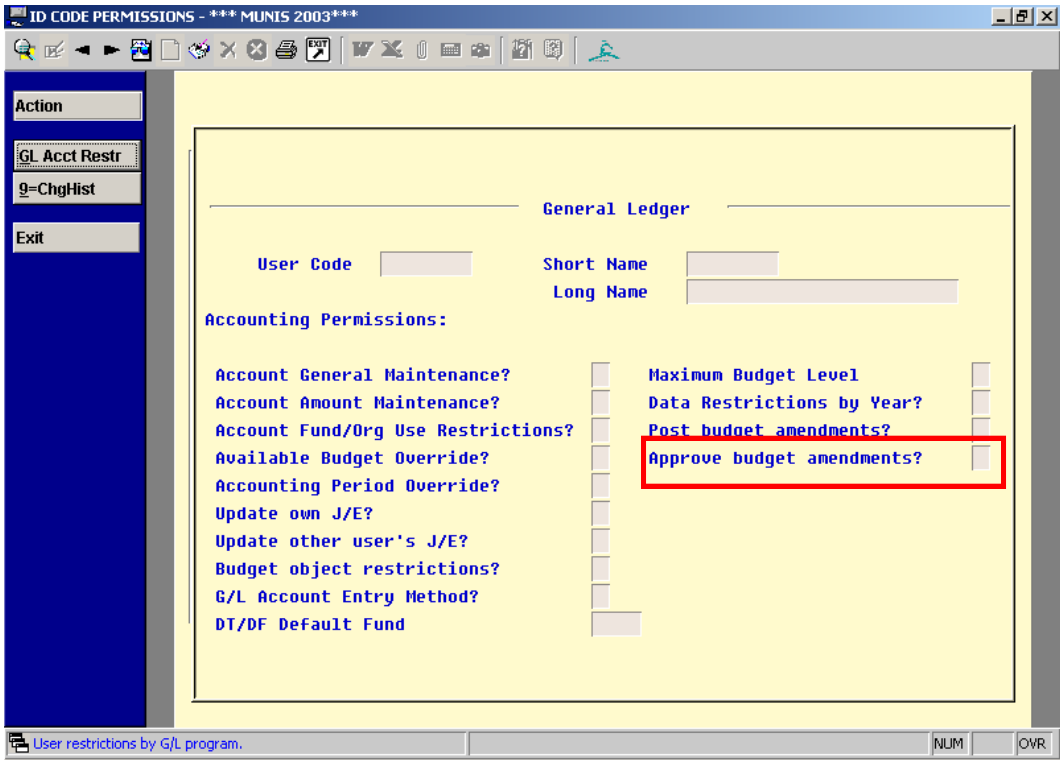
- The approver can approve the budget amendment either by clicking "Approve" and then "OK" in their Messenger inbox, or in the BUDGET APPROVALS program by updating the BUA to "A"pprove. After all the approval steps have been met, the budget amendment is at "APPROVED" status. Once "APPROVED", it can be OUTPUT-POSTED. **Note:** If the "All approvers at this level are required to respond" field is check marked in the WORKFLOW BUSINESS RULE MAINTENANCE program, all of step 1 approvers must approve before moving on to the next step

- If, at any time, the budget amendment is rejected, the approval process stops. The BUA is set back to a status of "HELD". This is so the rejected BUA can be re-released, updated or deleted. It can then be re-released and the approval process is repeated.

Budget Transfer Approval (bgapprov)
ID Code Maintenance (spidcode)

A new field, "Approve budget amendments?" has been added to the ID CODE PERMISSIONS General Ledger screen (option B). You must be set to "Y" to access the new BUDGET TRANSFER APPROVAL program. **Note:** An employee with this field set to "N" does not have access to the program

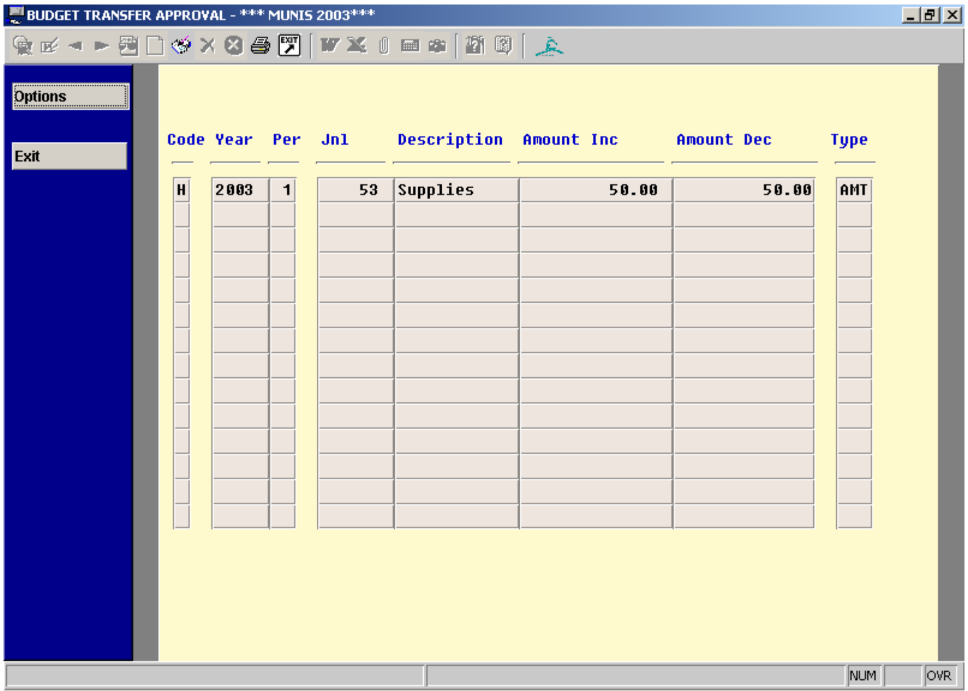
ID Code Permissions – Option B. General Ledger screen



Use the new BUDGET TRANSFER APPROVAL program to approve any existing Budget Amendment Journal entries.

Note 1: This program works exactly as the Requisition Approval Program.
Note 2: You can approve budget journals through this program or the Workflow process. See page 37 or the Workflow section of this document for more information.

Budget Transfer Approval program



When selecting *Update,* the option to "A"pprove, "R"eject or "H"old the journal entry is available. **Note:** Choose the *View Journal* option to view the journal in the Budget Amendment program.

mn44527 – You can add GL account restrictions to this program

Next Year Budget Reports (bgnyrpts)

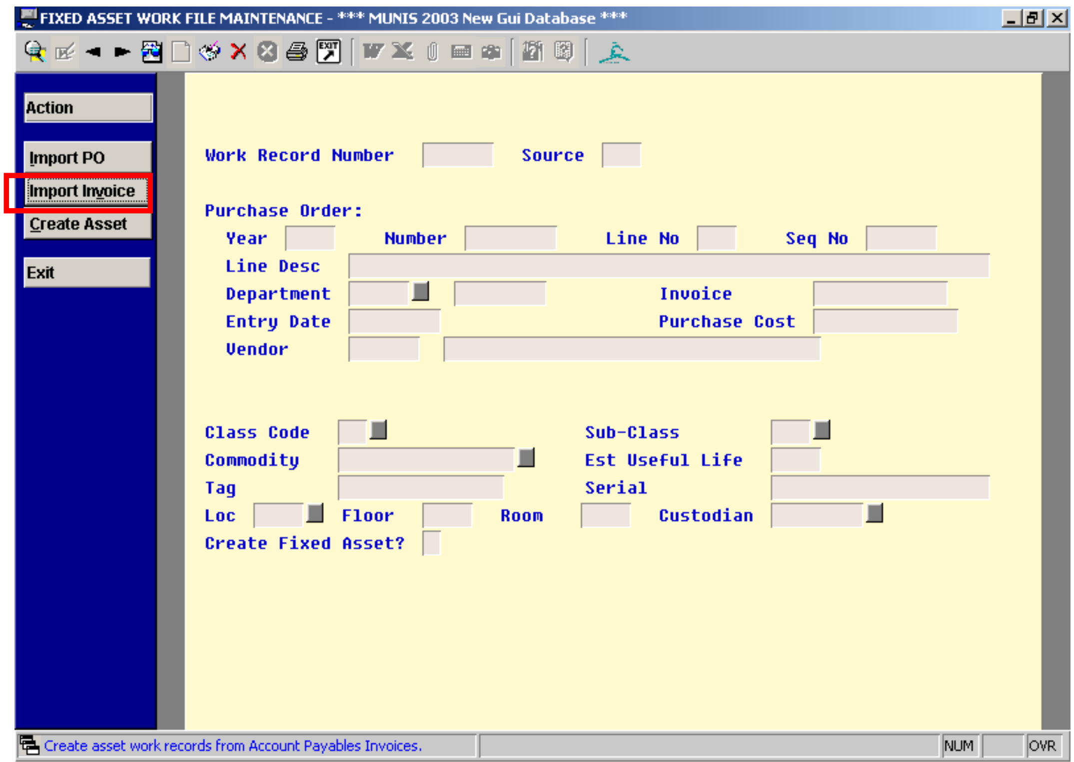
GL account restrictions can now be added to this program. To add GL account restrictions, select the ID CODE PERMISSIONS PROGRAM, option B (General Ledger) and use the *GL Acct Restr* side menu option. Please refer to your System Administration manual for more information on adding GL account restrictions.

Fixed Assets

mn40712 – Automatically import fixed asset information from AP invoices

Fixed Asset Work File Maintenance (famwkmnt)

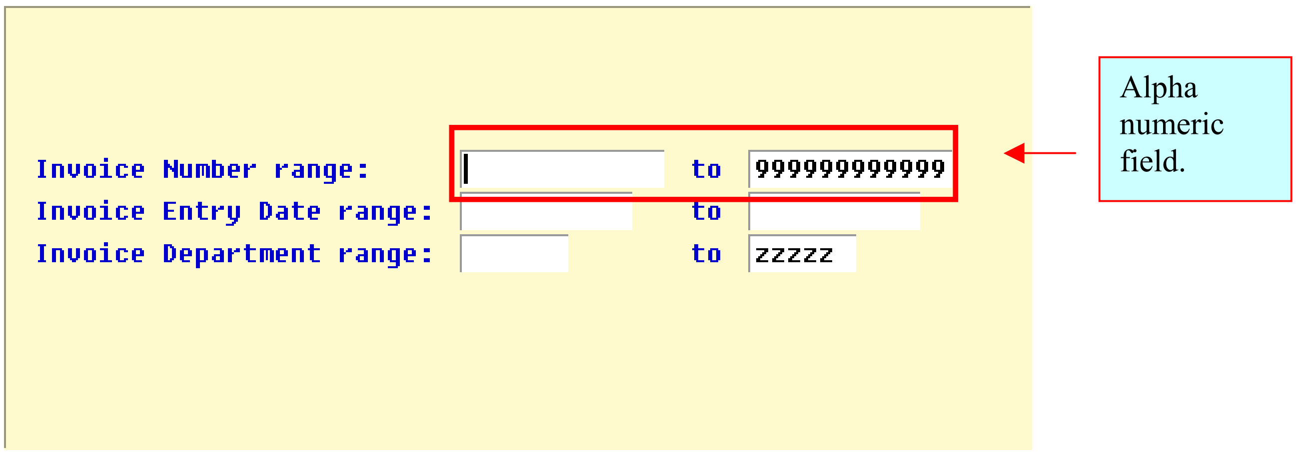
A new side menu, *Import Invoice,* has been added.



Use this option to import fixed asset information directly from the Accounts Payable invoices. A popup window appears for you to fill in the desired invoice numbers, dates and department range information (leave blank for all) for invoice selection. From those invoices, invoice detail lines with “Y” in ‘A’sset column are displayed to select for an import.

Note 1: The invoice range is alpha numeric (e.g., to find invoice number 55, set the range to be 50-99, not 50-100 – (as 5 is greater than 1).

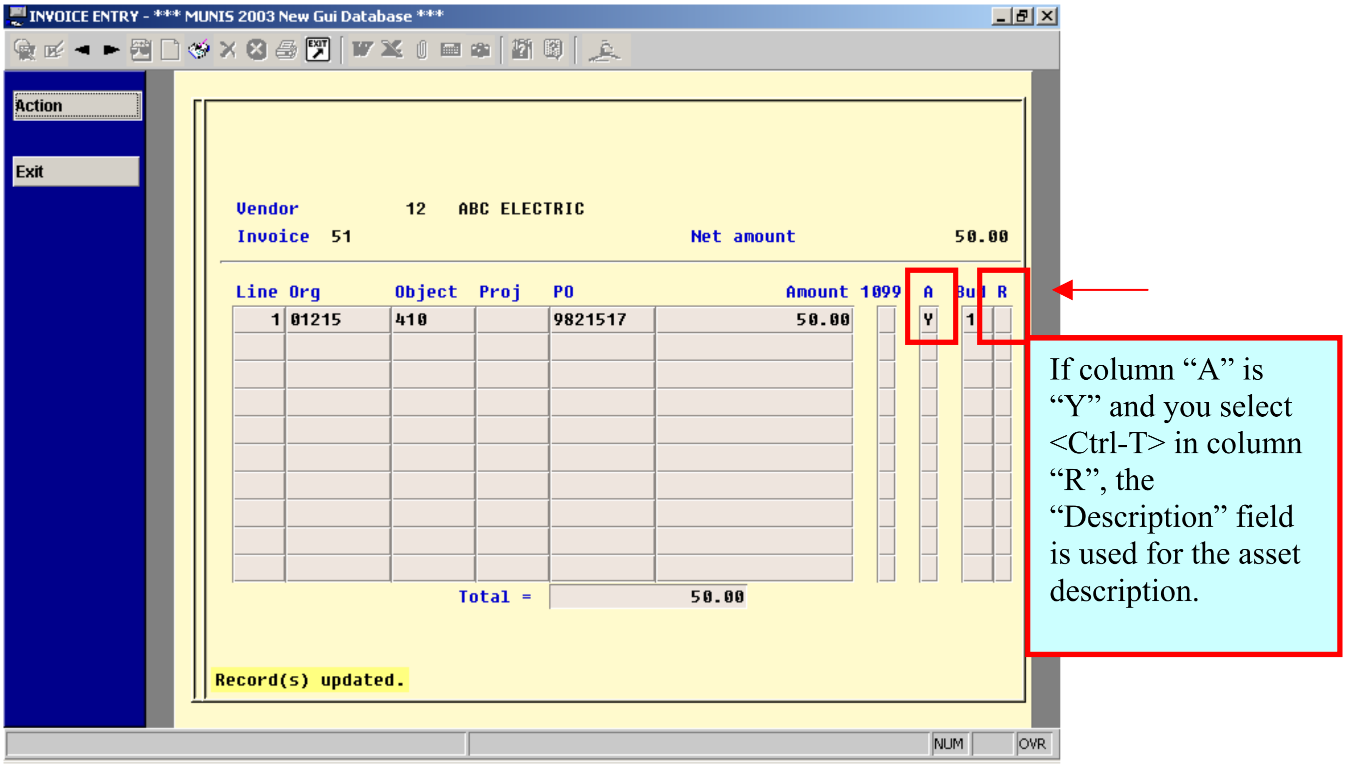
***Import Invoice* popup window**



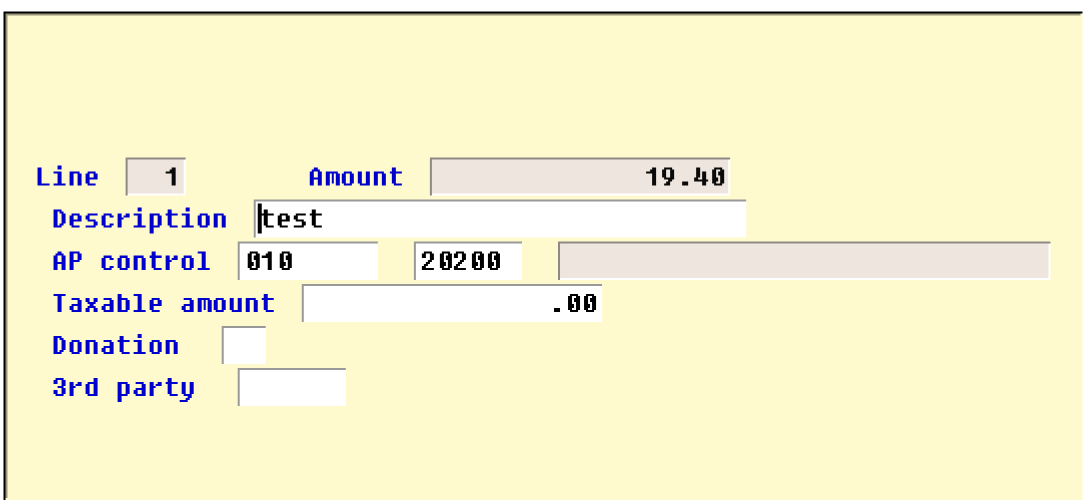
Note 2: The *Import Invoice* option works the same as *Import PO* in that GL account types 1,2,5 & 6 are created on the new asset using the FIXED ASSET ACCOUNT MAINTENANCE program.

The asset information created is from the Invoice Entry program (*Inv-detl* screen displayed below).

Invoice Entry – *Inv-detl* screen



<Ctrl-T> screen

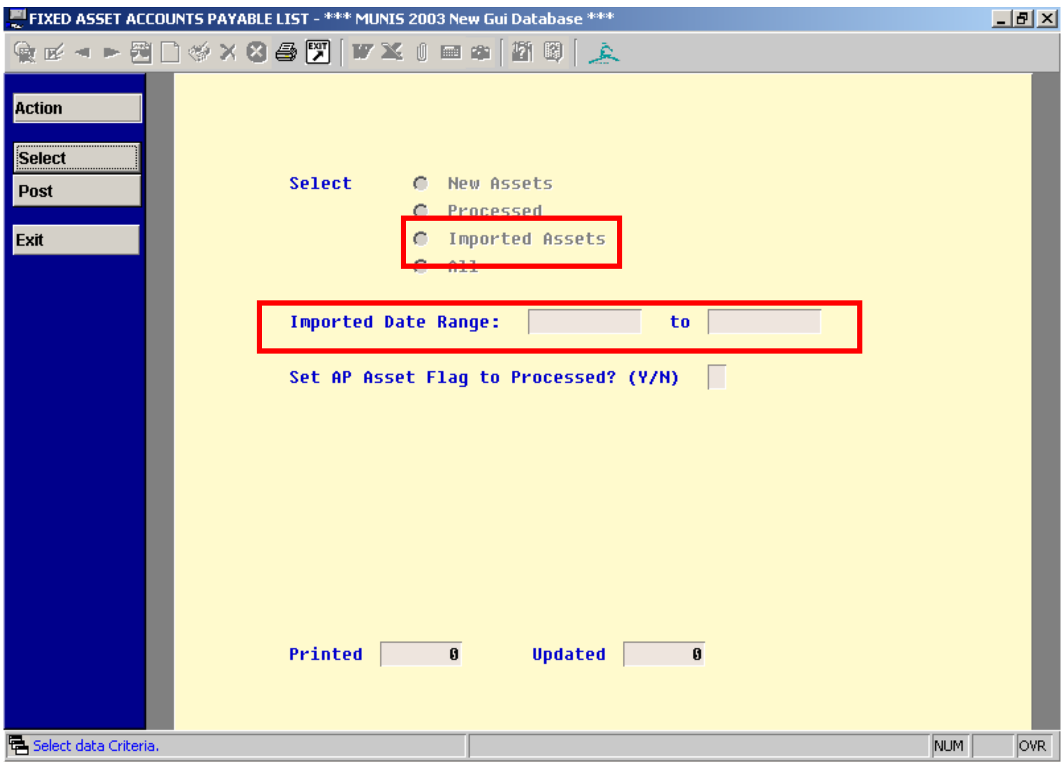


Note 3: If Column "A" is "Y", (asset), the invoice must have individual lines (in *Inv-detl*) for EACH individual asset (eg., 2 chairs need 2 lines entered).

Fixed Asset Account Payable List (faapalst)

"Imported Assets" has been added to the "Select" section of the main screen. When selecting this option, you must enter an "Imported Date Range".

FA Accounts Payable screen

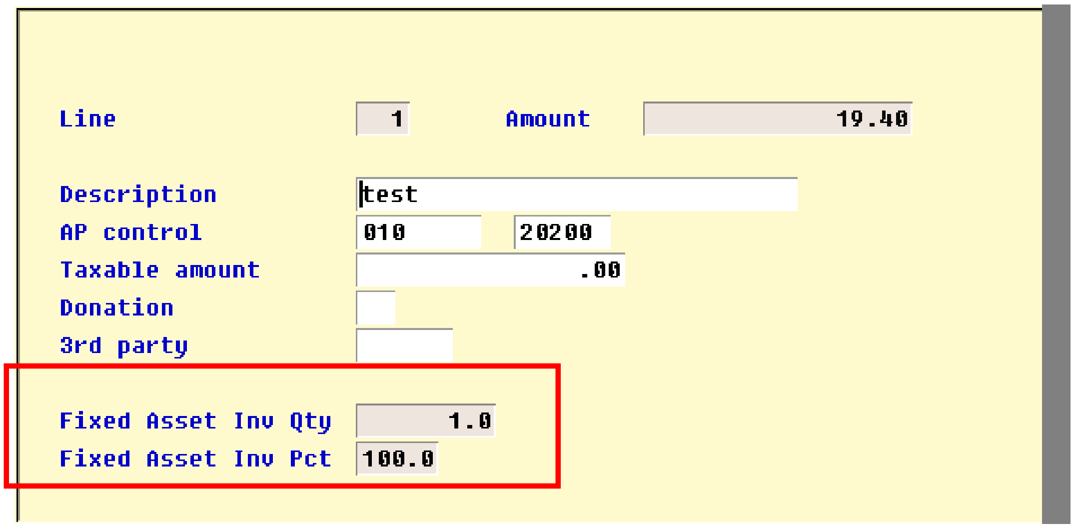


Note: When selecting "ALL", you need the Import Date Range (incase any imported assets are included in your 'find' set).

Invoice Maintenance (apinvmnt)

When selecting <Ctrl-T> in the "R" column, two new fields, "Fixed Asset Inv Qty" and "Fixed Asset Inv Pct" have been added. These are display only.

"R" column (CTRL-T)



mn42866 – PO's with multiple invoices display each vendor

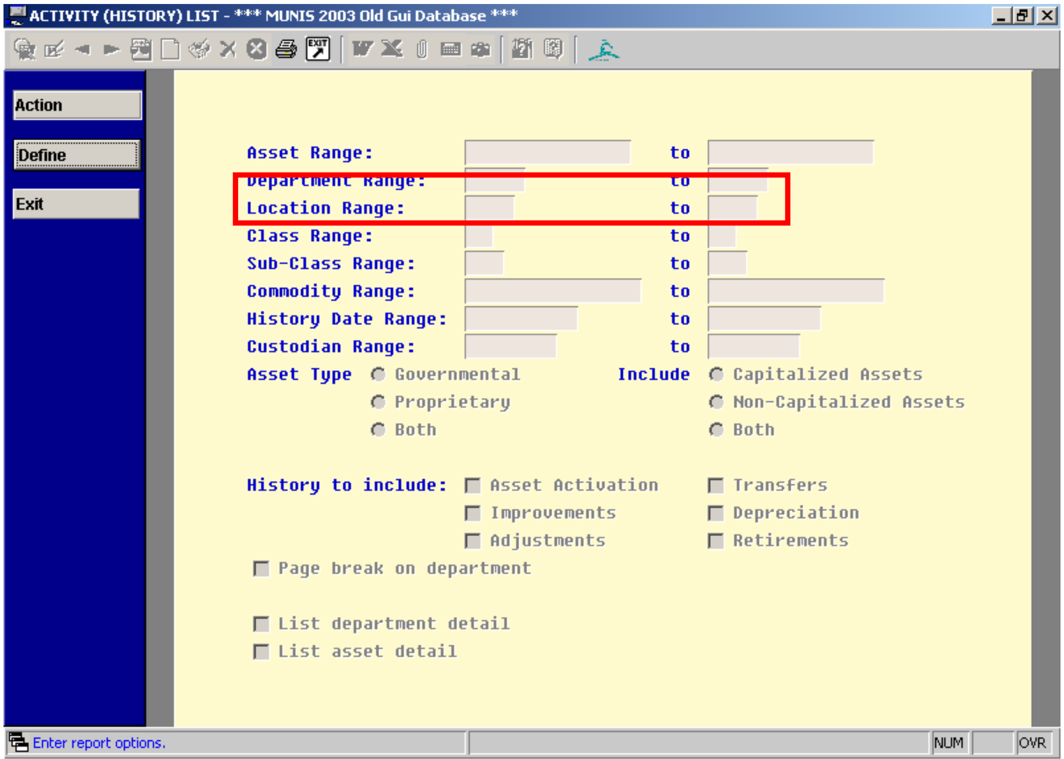
Fixed Asset Work File Maintenance (famwkmnt)

When importing items from PO's with multiple invoices, each vendor from the invoices is displayed and printed appropriately rather than the PO Vendor. **Note:** The PO vendor is displayed if there are no invoices, as before.

mn43031 – Location Range:" field now accepts 4 characters.

Activity (History) List (fahislst)

When selecting *Define,* the "Location Range:" field now accepts up to four characters in the beginning or ending range.



mn43229 – Faster processing time for large reports

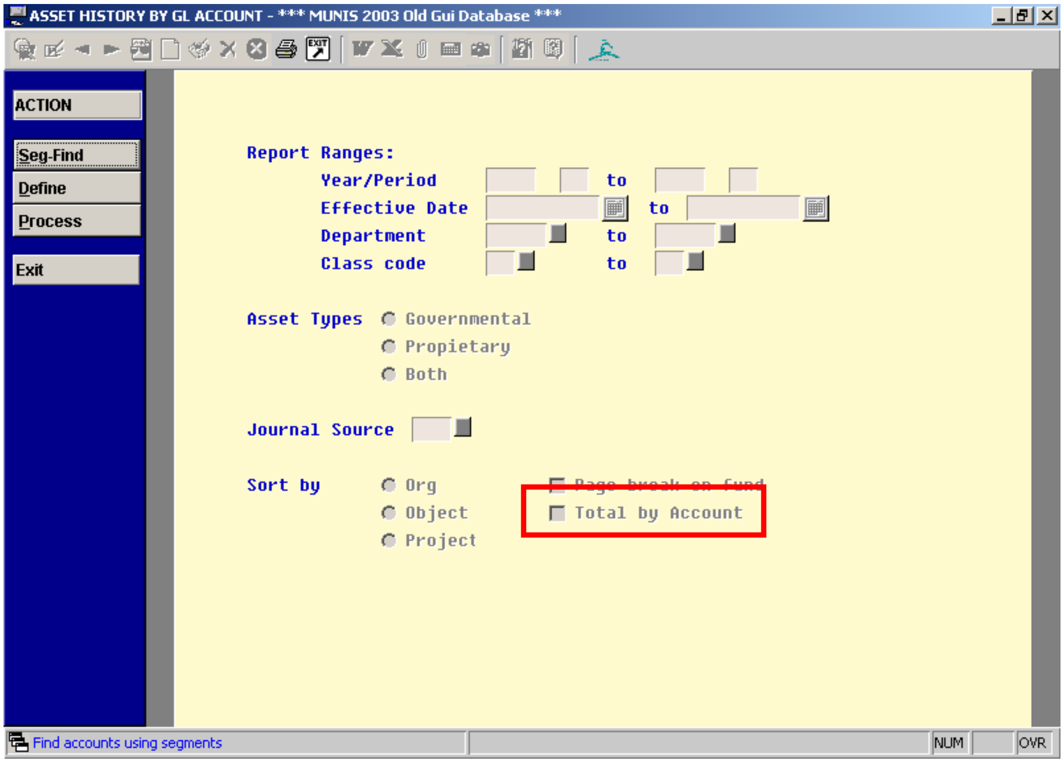
Activity (History) List (fahislst)
Depreciate Assets (fadeprec)

When running large reports or depreciations, the processing time is much faster.

mn43045 – New option displays reports by account

Asset History by GL Account (fahstrpt)

A new field, "Total by Account" has been added. Check mark this option to print a report with totals for each account (org/obj/proj) with more than one record. **Note:** This option defaults as unchecked.


ASSET HISTORY BY GL ACCOUNT - *** MUNIS 2003 Old Gui Database ***
ACTION
Seg-Find
Define
Process
Exit
Report Ranges:
Year/Period
to
Effective Date
to
Department
to
Class code
to
Asset Types
Governmental
Propietary
Both
Journal Source
Sort by
Org
Object
Project
Page break on fund
Total by Account
Find accounts using segments
NUM
OVR

General Ledger

mn31203 – Check added when opening a new fiscal year

Close Current Year (glclosyr)
Open New Fiscal Year (glopenyr)

After successfully completing the year-end close in the CLOSE CURRENT YEAR program, you cannot run any programs that update the General Ledger until THE OPEN NEW FISCAL YEAR program has been run successfully:

- If, for any reason, the OPEN NEW FISCAL YEAR program stops running before a successful *Output-Post,* a warning appears: ""WARNING: MUNIS System Tables indicate that the Open Year process has been previously started, but aborted before completion. You need to call MUNIS support."" The open year process is aborted and you cannot run any programs that update the general ledger.
- Once a year end close and a new fiscal year has been performed successfully, you can update any programs that affect the general ledger.

mn42660 –Import budget amendment information

Import JE ASCII File (glimptje)

Import budget amendment transactions:

- A new import source, "Budget Import Format" has been added. This format must be selected to import budget amendments. The file layout is as follows:

Field Desc	Start	End	Size	Comment
Org	1	8	8	MUNIS Org, Object and Project
Object	9	14	6	together to form the MUNIS
Project	15	19	5	account code.
Full Acct	20	54	35	Full account or blank
Comment	55	84	30	Optional comment
Reference 2	85	94	10	Additional comment field
Reference 3	95	106	12	Additional comment field
Debit/Credit	107	107	1	(D)ebit or (C)redit
Amount	108	120	13	Amount w/o commas, decimal, sign
Blank	121	139	19	Space filled

- A new field, “Budget Amendment Type” has been added. Use to determine the budget type to import. Options are: 1-6 (1,4 – Exp/Exp or Rev/Rev 2,5 – Exp/Rev 3,6 – Exp/Rev one sided).

This program creates one journal for each file imported. The journal created is placed in a "hold" state (unposted). Posting is done through THE BUDGET TRANSFERS & AMENDMENTS program.

Note 1: If any errors occurred when importing the journal, they are displayed and you are asked to continue. Continuing the process only validates the format of the file - no journal is created. If any errors occur when posting, they are written to a report for corrections to be made.

Note 2: Budget adjustments imported this way are always increase/decrease to the current year budget.

mn43737 – Faster processing speed

Open New Fiscal Year (glopenyr)

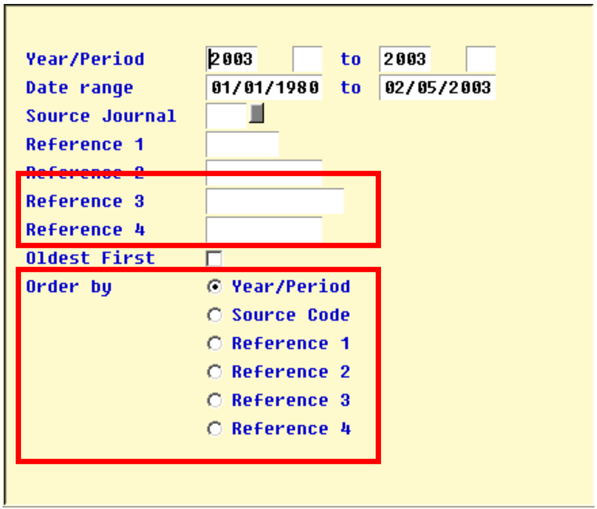
The processing speed of this program has been increased for improved performance.

mn44627 – New fields added to programs

G/L Account Inquiry (glactinq)

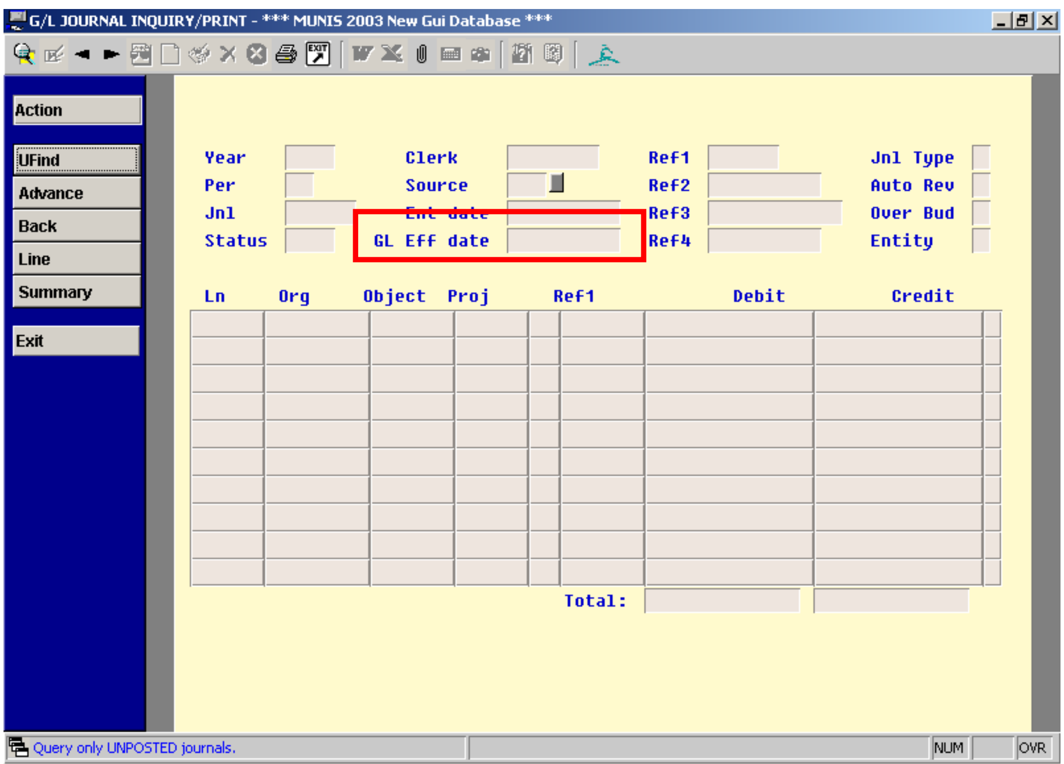
When selecting *Detail* on an account, “Reference 3” and “Reference 4” fields have been added. Use to narrow your detail search. “Order by” radio buttons have been added to choose how the detail records display. Choosing “Source Code” orders detail records by alpha name, “Reference…” fields orders detail records by alphanumeric (numbers, capital letters, then lowercase letters).

Detail **popup box**



G/L Journal Inquiry/Print (glcjeinq)

A new field "GL Eff date" has been added to the main screen. Use to narrow your journal inquires by entering a GL effective date.



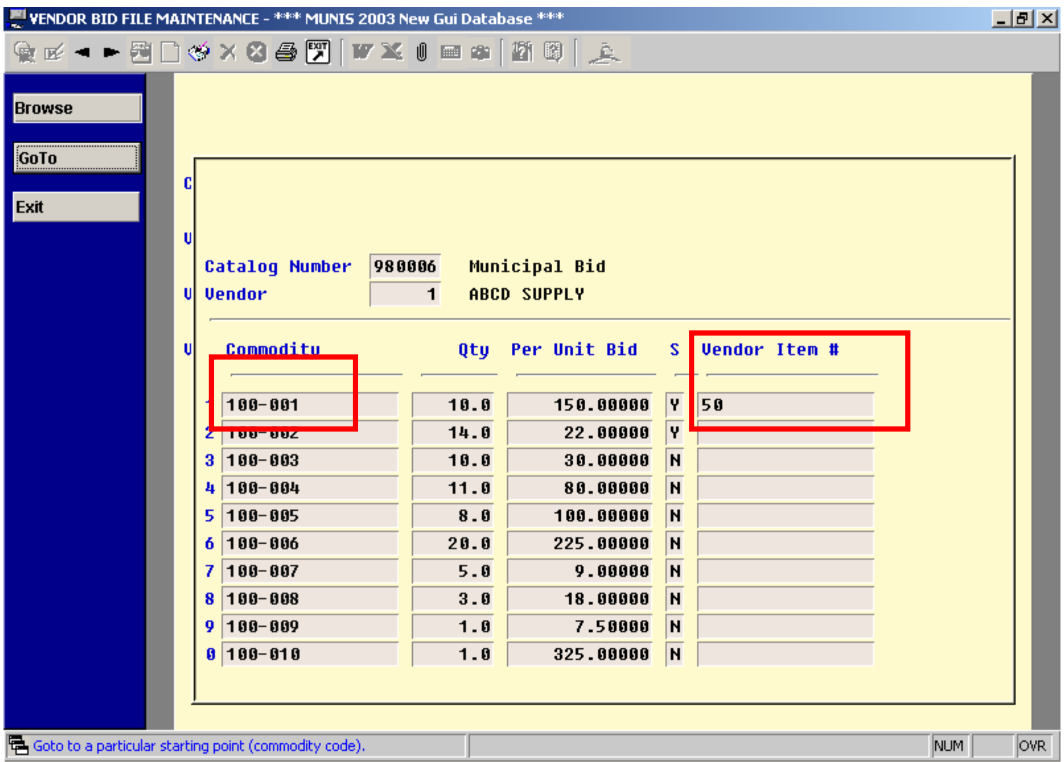
Purchasing

mn20592 – Vendor item number linked between two programs

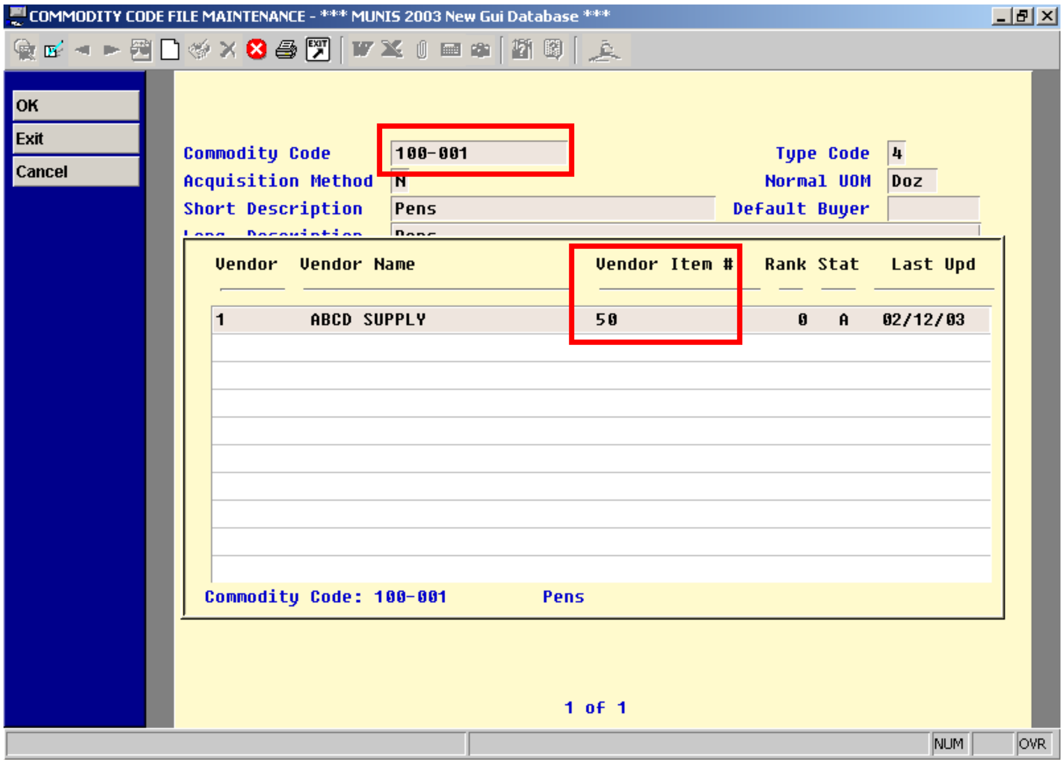
Commodity Code File Maintenance (pocommnt)
Vendor Bid File Maintenance (bqcatbid)

In the Vendor Bid File Maintenance program, if any information exists in the "Vendor Item #" field (choose "V" to view vendor information), this information is also found in the new "Vendor Item #" in the Commodity Code File Maintenance program.
Note: Changing the "Vendor item #" information in either program automatically defaults as the new information.

Vendor Bid File Maintenance screen



Commodity Code File Maintenance screen

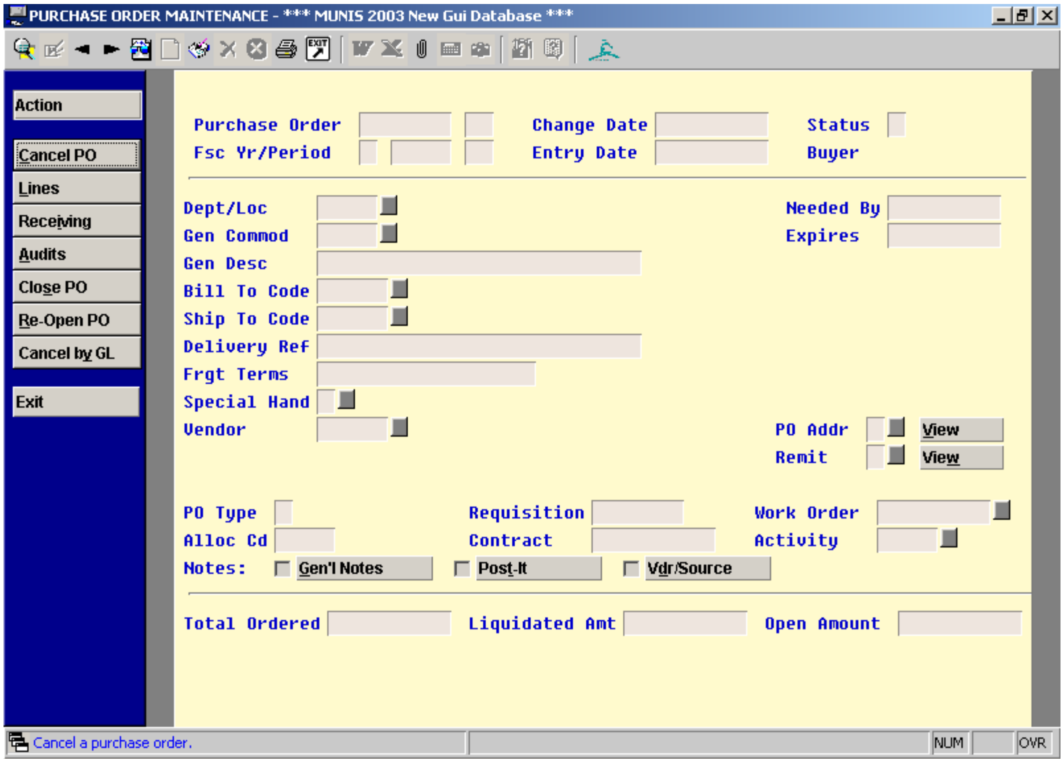


mn41241 – New look and feel to the PO Maintenance program

PO Maintenance (pomaintn)

The PO Maintenance program has been redesigned for the 2003 Annual release.

- When entering the program, you are automatically in *Update* mode. The *Inquiry* option has been removed. **Note:** For inquiries, use the PO INQUIRY program.



Fields have been added / re-positioned on the main screen for a better flow of information:

- The “Purchase Order”, “Change Date”, “Status”, “Fsc Year/Period” “Entry Date (new field, displays the PO entry date)” and “Buyer” fields are at the top of the screen. **Note:** You can *Find* on these fields EXCEPT “Buyer.
- The “Dept/Loc”, “Gen Commod”, “Needed By” and “Expires” fields are in the middle section of the main screen.
- The “Vendor” field has been moved down the screen.
- The “Total Ordered”, “Liquidated Amt” and “Open Amount” fields are located at the bottom of the screen. **Note:** “Liquidated Amt” includes any cancelled amounts.

Note: The functionality in the above fields has not changed.

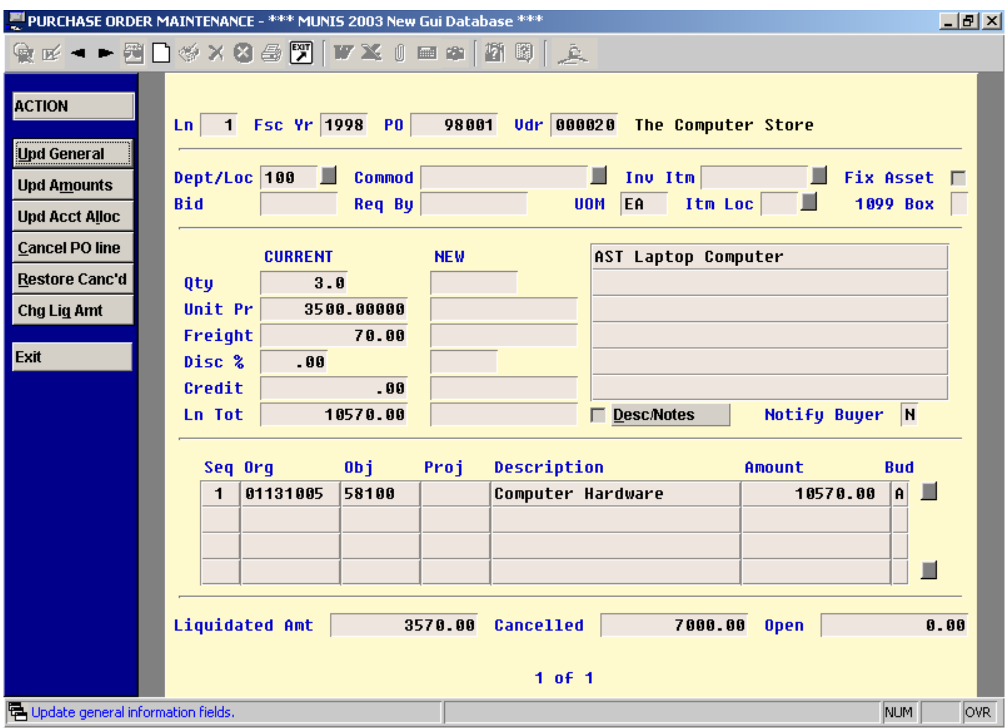
Additional features on the main screen:

- The “PO Addr” and “Remit” fields have been added to view the vendor’s shipping and remit addresses.
- “Gen’l Notes”, “Post-It” and “Vdr/Source” buttons have been added to the screen to view note information. A check mark indicates that notes exist.

Side Menu

Option	Description
Cancel PO	Use to cancel an open PO. A journal is created. **Please note that this option cancels the entire purchase order.** The PO status changes to "0" closed.
Lines	See the *Lines* screen below.
Receiving	See pg 56.for a detailed description.
Audits	See pg 56 for a detailed description.
Close PO	Replaces the "Status" option. Use to close the PO and change the status of the PO to "0" closed. No journal is created. **Note:** You cannot close a PO with an open amount.
Re-Open PO	Replaces the "8 status" option. Changes the PO status to its former status: "6" Posted, "8" Printed, or "9" Carry Forward. If no record of its former status is found, the program will set the status to "8" Printed.
Cancel by GL	Clicking this option takes you directly to the PO by GL Account program to enter the GL account criteria.

- The 2nd *Screen* side menu option is now *Lines*. Below is the *Lines* screen.



Fields have been added / re-positioned on this screen as follows:

- The "Ln" and "Vdr" fields are located at the top of the screen to display the line number and vendor name. The "Fsc Year" and "PO" fields are located here for easy reference.
- The next section contains the "Dept/Loc", "Commod", "Inv Item", "Fix Asset", "Bid", "Req By", "UOM" and "1099 Box" fields. The new field, "Itm Loc" is used to enter the item's warehouse location. **Note:** This is a required field if information exists in the "Inv Item" field.
- The next section contains the item's pricing information. When adding a new line item, the "New" section is used. Line descriptions can be added by using the "Desc/Notes" field. A check mark indicates that notes exist. The "Notify Buyer" field determines whether an email notification will be sent to the creator of the PO when the ordered items are received through PO Receiving.
- The PO GL account information is located near the bottom of the screen. When adding a line, use to define the org, object, project, line amount and available budget information.
- "Liquidated Amt", "Cancelled" and "Open" are displayed at the bottom of the screen for easy reference. These fields specify the PO dollar amount distribution.

Side Menu

Option	Description
Upd General	Use to update any general PO information. No journal is created.
Upd Amounts	Use to update a line item's pricing information. A journal is created for any PO amount changes. **Note 1:** This option can also be used to change any GL account information.
Upd Acct Alloc	Use to update the GL account information. A journal is created for any GL account changes. <ESC> posts to the journal.
Cancel PO Line	Use to cancel a PO line. A journal is created for the remaining balance on the PO. <ESC> posts to the journal. The cancelled amount displays in the "Cancelled" field at the bottom of the screen.
Restore Canc'd	Use to restore any cancelled amounts on the PO to "Open" status.

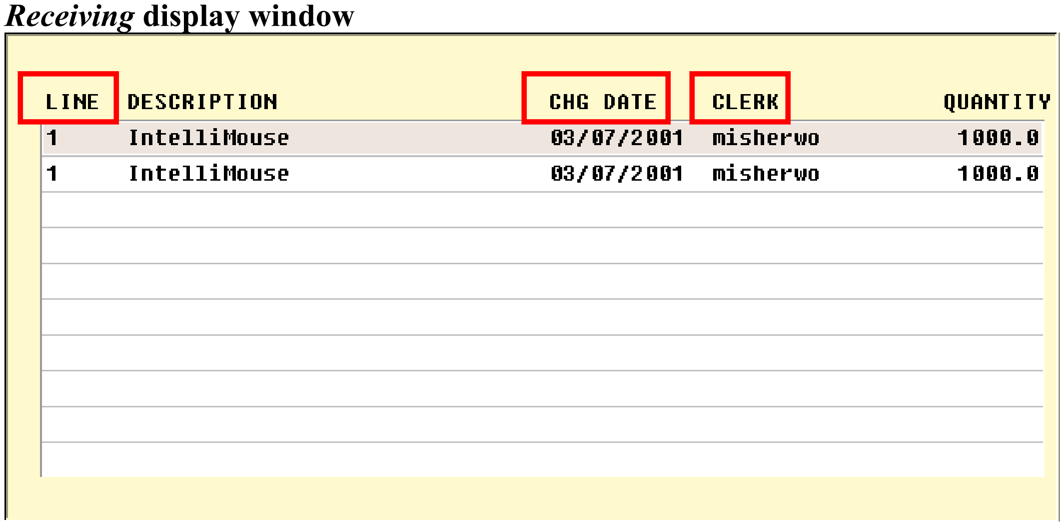
Chg Liq Amt	Use to change the PO liquidation amount in the “Liquidated Amt” field. A journal is created for any Liquidation change and is posted when pressing <ESC>. **Note 1:** To use this option, you need to change the “Update PO liquidated amt” (new field in ID Code Maintenance) to “Y”. **Note 2:** changing the liquidation amount only changes encumbrances. It will not create any Actual expenses.

When selecting *Receiving* or *Audits:*

- “Item” has been renamed to “Line”,
- “Dated” has been renamed to “Chg Date”,
- “By User” has been renamed to “Clerk”.

There are no changes in functionality.

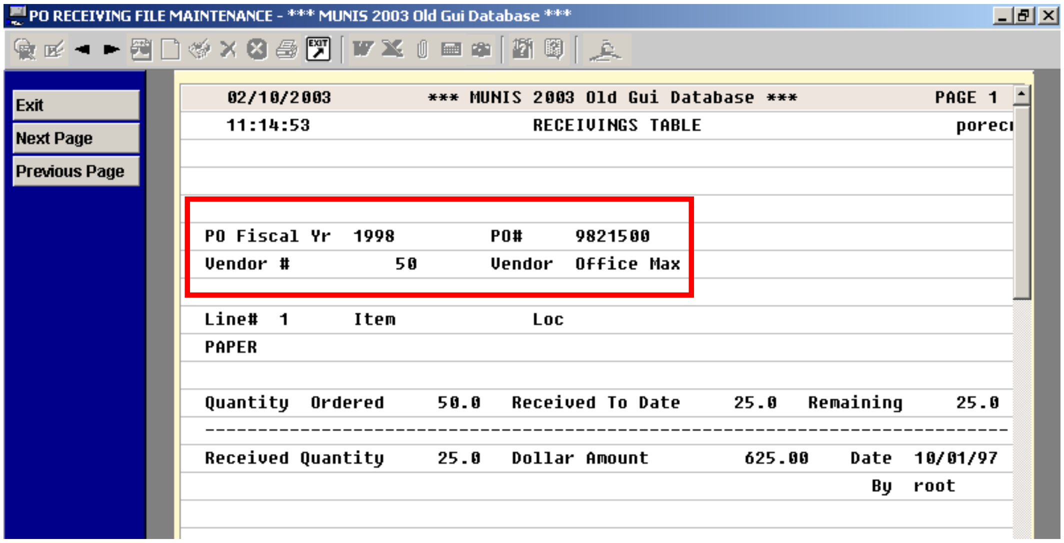
Receiving **display window**



mn42245 – Modification to report

PO Receiving File Maintenance (porecmnt)

The printing of headings has been changed to produce a more consolidated report. The PO header information (Fiscal Year, PO#, Vendor # and Name) is printed at the beginning of each page of the generated report or with each new PO number. The line item header information contains the Line#, Item# and Location. The “Packing Slip #”, “Fix Asset #”, “Returned Quantity” and both “Comments” headings only display on the report if these fields contain data. In addition, the vendor name prints on the report.



mn42711 – Workflow functionality added to Requisitions

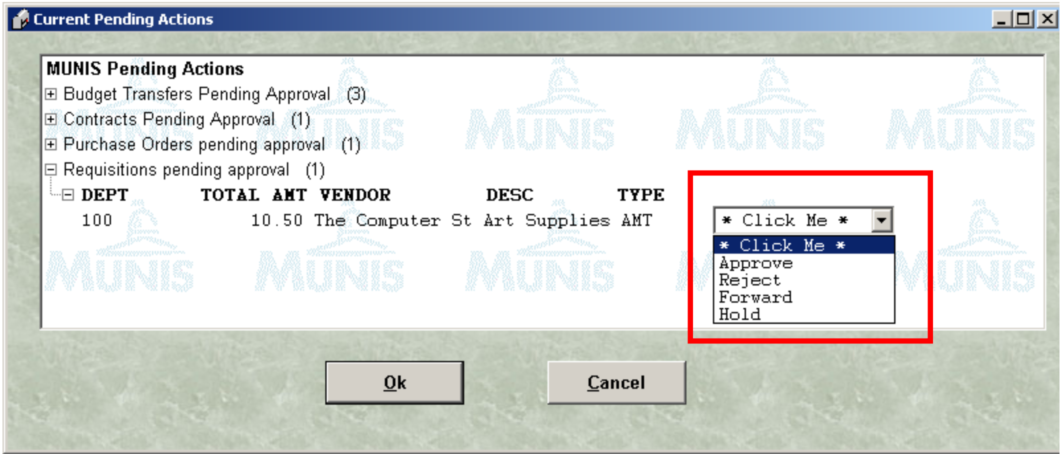
Requisition Entry (rqentpst)

Workflow functionality has been added to this program to approve requisitions. **Note:** You can still use the REQUISITION APPROVALS program to approve requisitions.

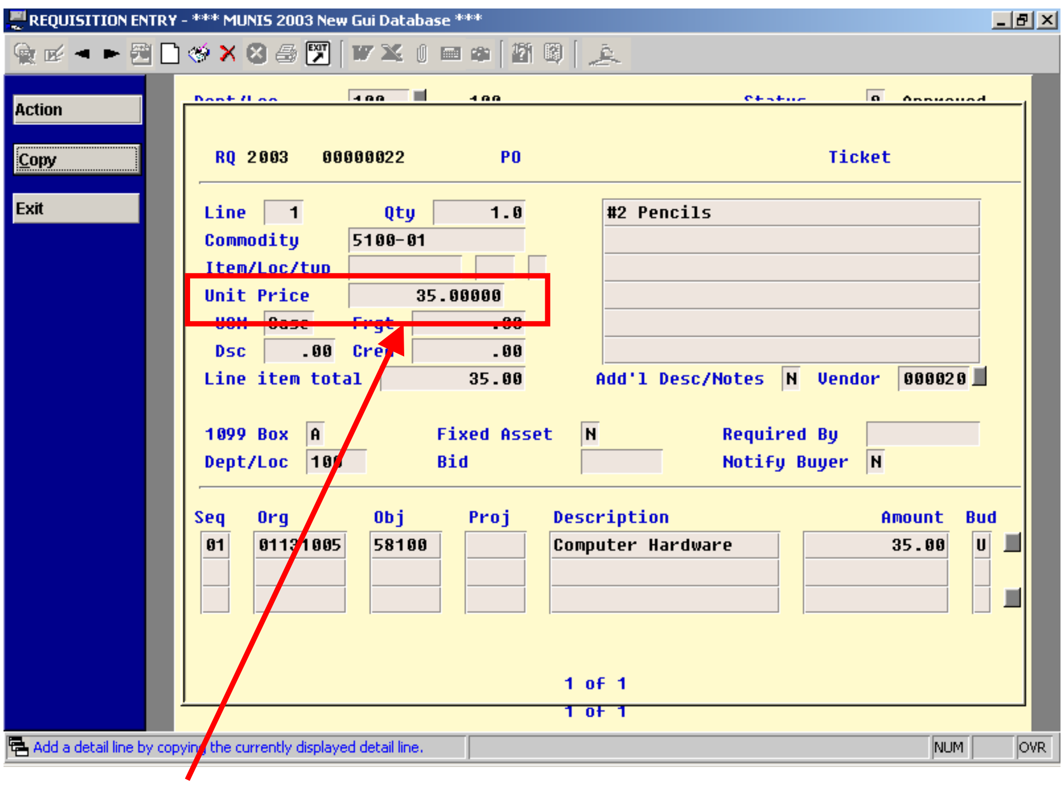
If choosing to use the Workflow functionality to approve requisition, the following conditions must be met:

- A business rule (REQ) must be correctly added in the WORKFLOW BUSINESS RULE FM Program,
- You must *Release* the requisition.

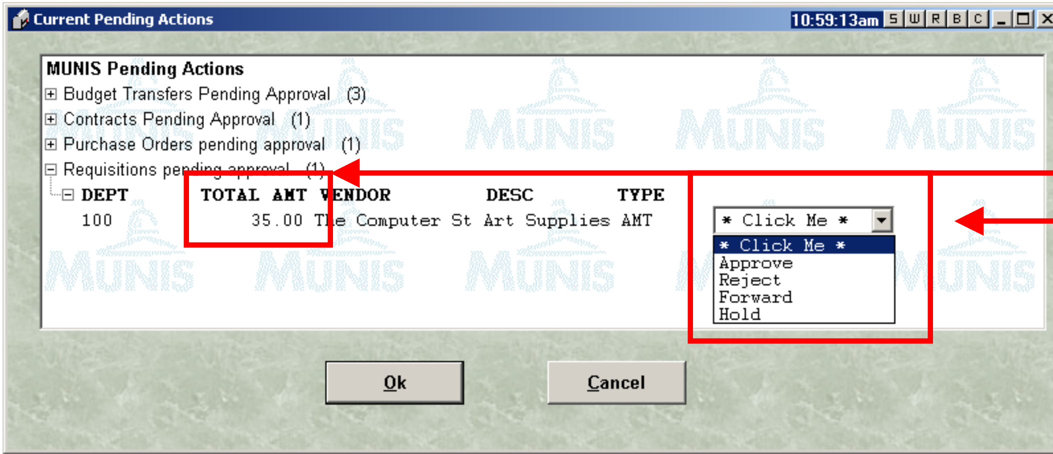
After the requisition has been released, you can approve from the MUNIS messenger Inbox (see Workflow manual for reference information regarding this functionality). **Note:** You can choose to Approve, Hold, Reject or Forward the requisition (see below for Messenger screen).



Note 1: If you update any key values on the requisition (Department, GL Account info, Amounts, Unit Price, Qty) the workflow process restarts and another approval is needed.



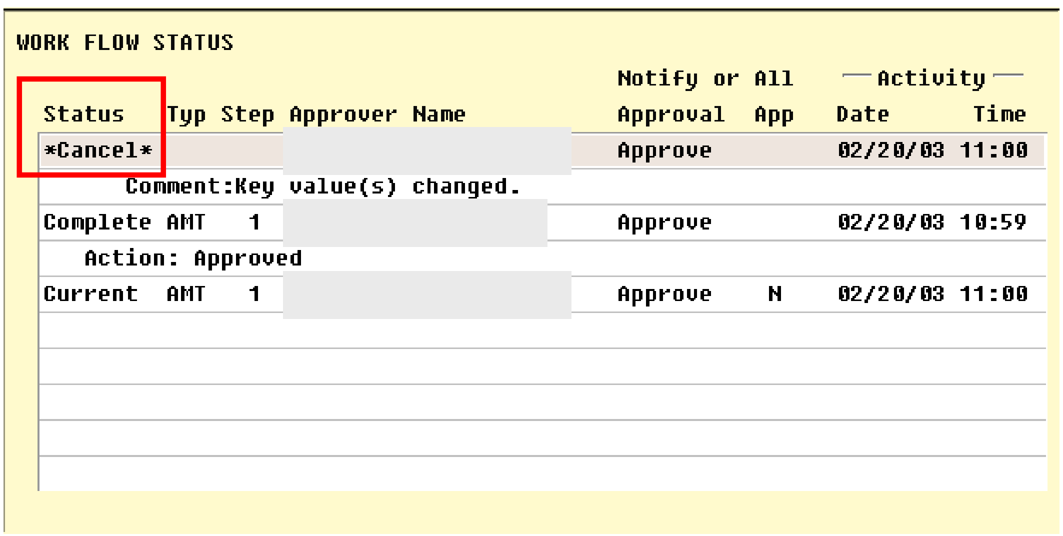
In the above screen, the “Unit Price” was changed (requisition was approved previously). This is a key value change, therefore the workflow process restarts and another approval request is sent to the MUNIS messenger Inbox (see below).



Window displays the new amount. Choose to Approve, Reject, Forward or Hold the requisition.

Note 2: To restart the Workflow process, all requisition changes MUST be made within the Requisition Entry program.

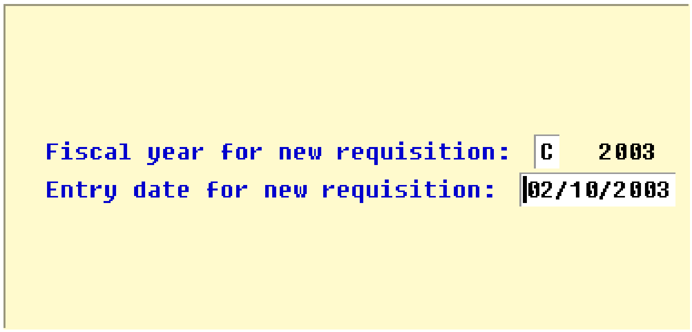
In addition, the *Approvers* side menu option displays all workflow activity. Note the "*Cancel*" status, as the requisition amount has been changed and a new approval is needed.



mn42892 – New popup box for copying requisitions

Requisition Entry (rqentpst)

This program has been modified so that when selecting *Copy* to copy a requisition, the following popup box appears:

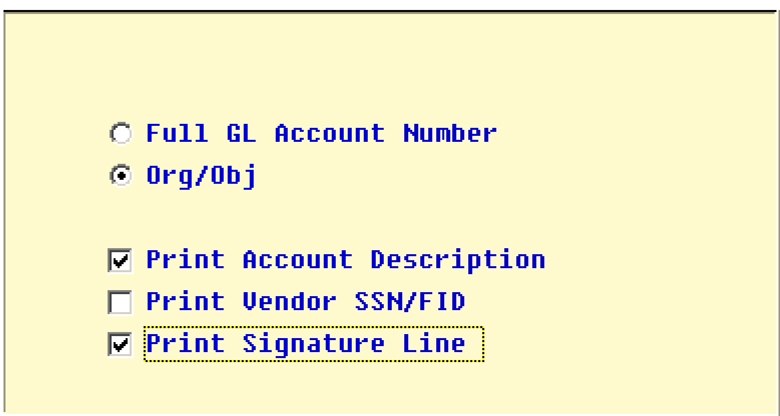


The “Fiscal year for new requisition:” defaults as option “C” (current year) and the current year displays. If changed to “N” (next year), the next year displays. The date for the new requisition can also be specified.

mn42955 –Settings are saved for multiple printing tasks

Requisition Entry (rqentpst)

When printing, the *Output* popup box has been modified so that the selected options are saved. This is useful if needing to print multiple times with the same selections. **Note:** If settings are changed, they become the new default setting.

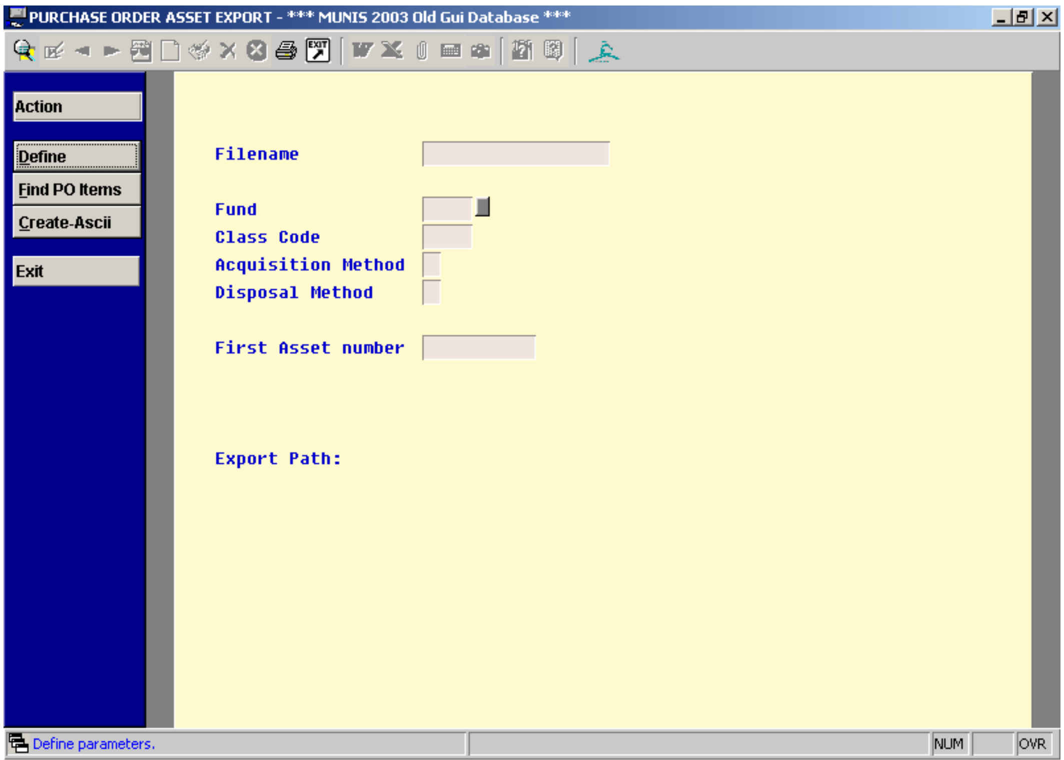


mn43195 – New program called Purchase Order Asset Export

Overview: This program was designed specifically for Monroe, MI, but can be used by any client that uses G-FAMS software for Fixed Assets. This program is found in the PO INQUIRY & REPORTS menu, option F.

Purchase Order Asset Export (pofaexpt)

Clients with the G-FAMS system can use this program to select PO information which prints to an ASCII export file. Use the export file to create fixed assets in G-FAMS.



Toolbar Options

Option	Description
Find	Use to determine the criteria to select PO's to use for the ASCII export. A successful *Define* must be performed first. See page 63 for screen shot.
Output	Processes the PO's selected for export and creates the ASCII file. See page 63 for file layout.

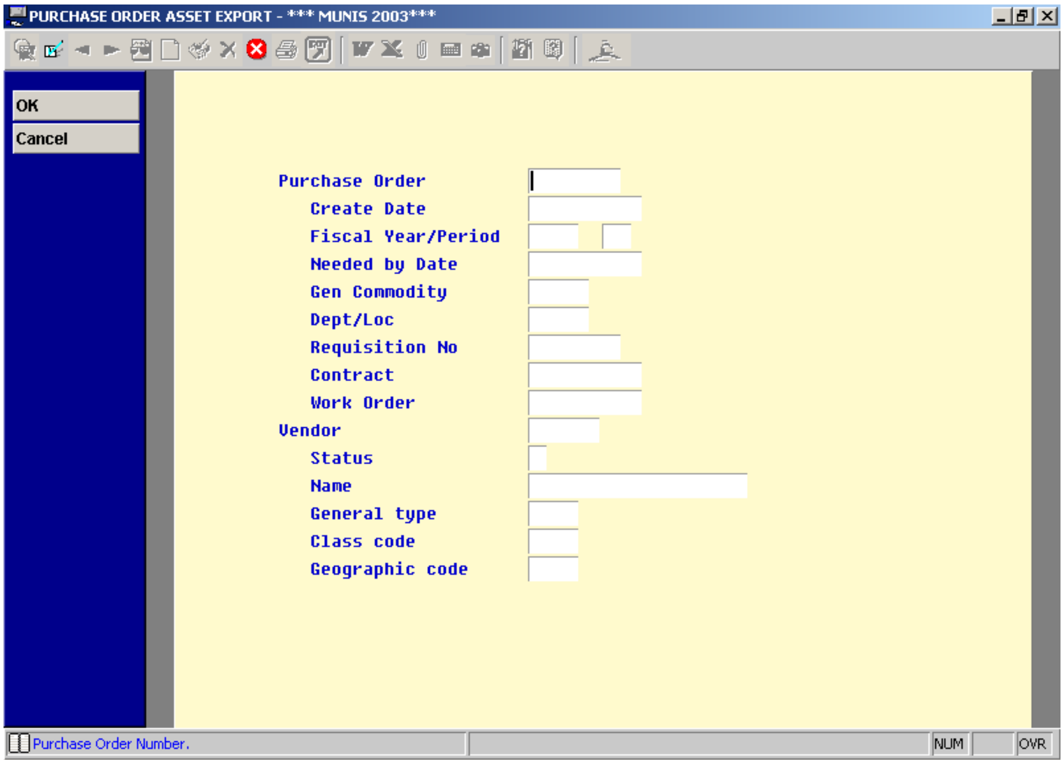
Fields

Field	Description
Filename	Name of the ASCII file to be created. The default is "upload.TXT". **Note:** You cannot have spaces between letters in the filename.
Fund	Used to determine the fund criteria, if applicable. Defaults to blank. *Help* is available.
Class Code	Enter the asset code. This is a required field.
Acquisition Method	Required field. The acquisition method of the asset.
Disposal Method	Enter the asset's disposal method. This is a required field.
First Asset Number	Used as the first asset number on the fixed asset file.
Export Path	Display only. The export filename is shown here.

Side Menu

Option	Description
Define	Enter the desired criteria for the ASCII file. This option must be run first.
Find PO Items	See the *Find* Toolbar option, page 61.
Create-ASCII	Creates the 'Output' file. See the *Output* Toolbar option, page 61.

Purchase Order Asset Export - *Find* screen



Purchase Order Asset Export – File Layout

Positions	Number of characters	G-FAMS field name	Value
1	1	Action Code	"A"
2	1	Status	"N"
3-10	8	Acquisition date	Today using (yyyymmdd)
11-20	10	Asset Number	Start at 'Next Asset' and increment for each new asset. Use format "##########".
21-30	10	Parent Asset #	Space
31-44	14	Original Cost	podetail.podt_net_pr
45-58	14	Unit Cost	podetail.podt_uni_pr
59-65	7	Department	podetail.podt_dep_cd
66-100	35	Asset description	podt_des_ln
101-104	4	Fund	If the entered Fund is space then select the first poglcon line tied to the current podetail. Select the fund (glor_seg1) from glorgans

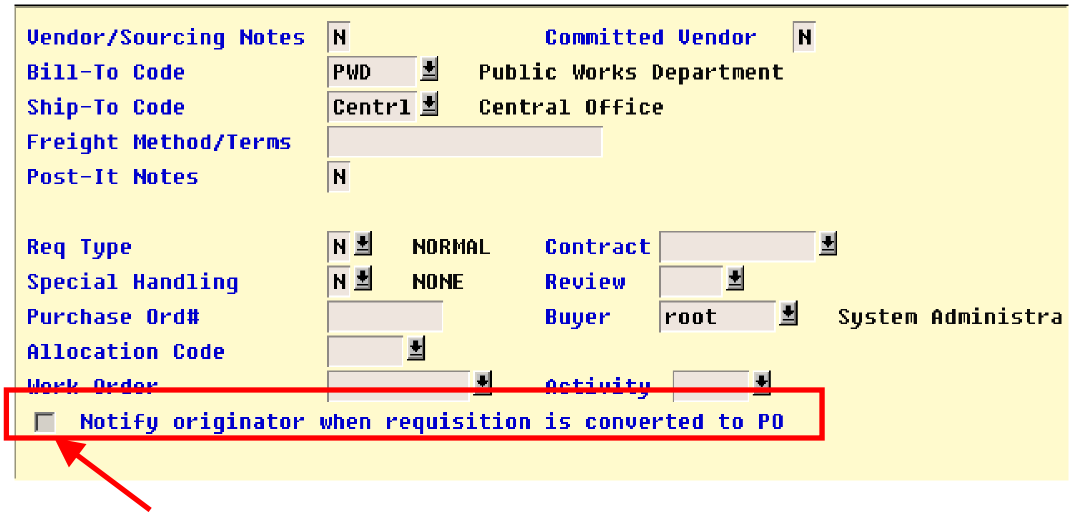
			where glor_org=pogl_org_no. If the entered Fund is not space then use that.
105-118	14	Fund Amount	podt_net_pr
119-126	8	Received Date	Today using (yyyymmdd)
127-133	7	Location Code	Poheader.pohd_shp_cd
134-153	20	Manufacturer	Space
154-168	15	Model Number	Space
169-185	17	Serial Number	Space
186-195	10	Document Ref Number	Space
196-230	35	Vendor Name	apvn_name where apvn_vend = pohd_vnd_cd
231-234	4	Class Code	Entered class code
235	1	Acquisition Method	Entered Acquisition Method
236	1	Disposal Method	Entered Disposal Method
237-244	8	Disposal Date	Today + 5 years
245-258	14	Sales Proceeds	podt_dis_pr
259-272	14	Sales Cost	podt_net_pr – podt_dis_pr

mn44485 – E-mail Notification sent when requisition converted to PO

Requisition Conversion to PO's (rqconvrt)
Requisition Entry (rqentpst)

A new field, "Notify originator when requisition is rejected or converted to a PO" has been added to the *2nd Screen* in REQUISITION ENTRY. Check this option so that the employee who entered the requisition is notified via e-mail that it has been successfully converted to a PO in the REQUISITION CONVERSION TO PO'S program.

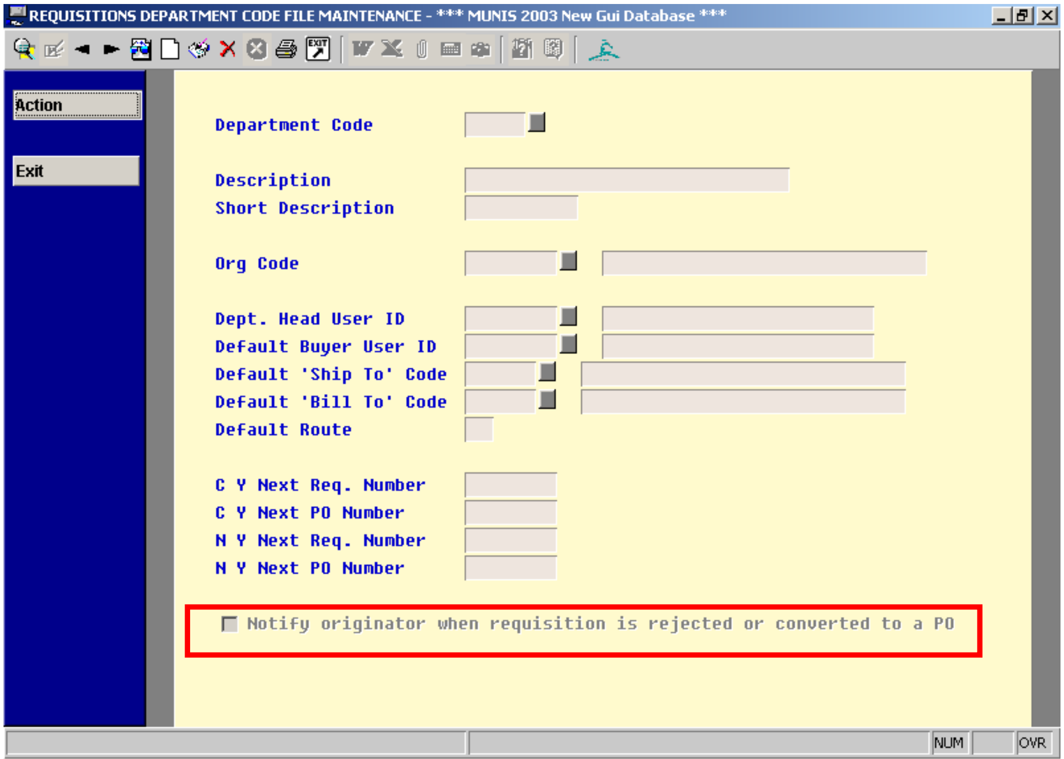
Requisition Entry – 2nd Screen



Note: This option can be automatically defaulted as checked from the REQUISITION DEPARTMENT CODE FILE MAINTENANCE program (see below for more information).

Requisitions Department Code File Maintenance (spdepcod)

A new field, “Notify originator when requisition is rejected or converted to a PO” has been added. Check this option to have this default set in the Requisition Entry and Requisition Conversion to POs programs.



In addition, due to the addition of Workflow functionality, the "Approver Method", "Over-budget Approver" and "Approver… Levels" fields have been removed, as they are no longer used.

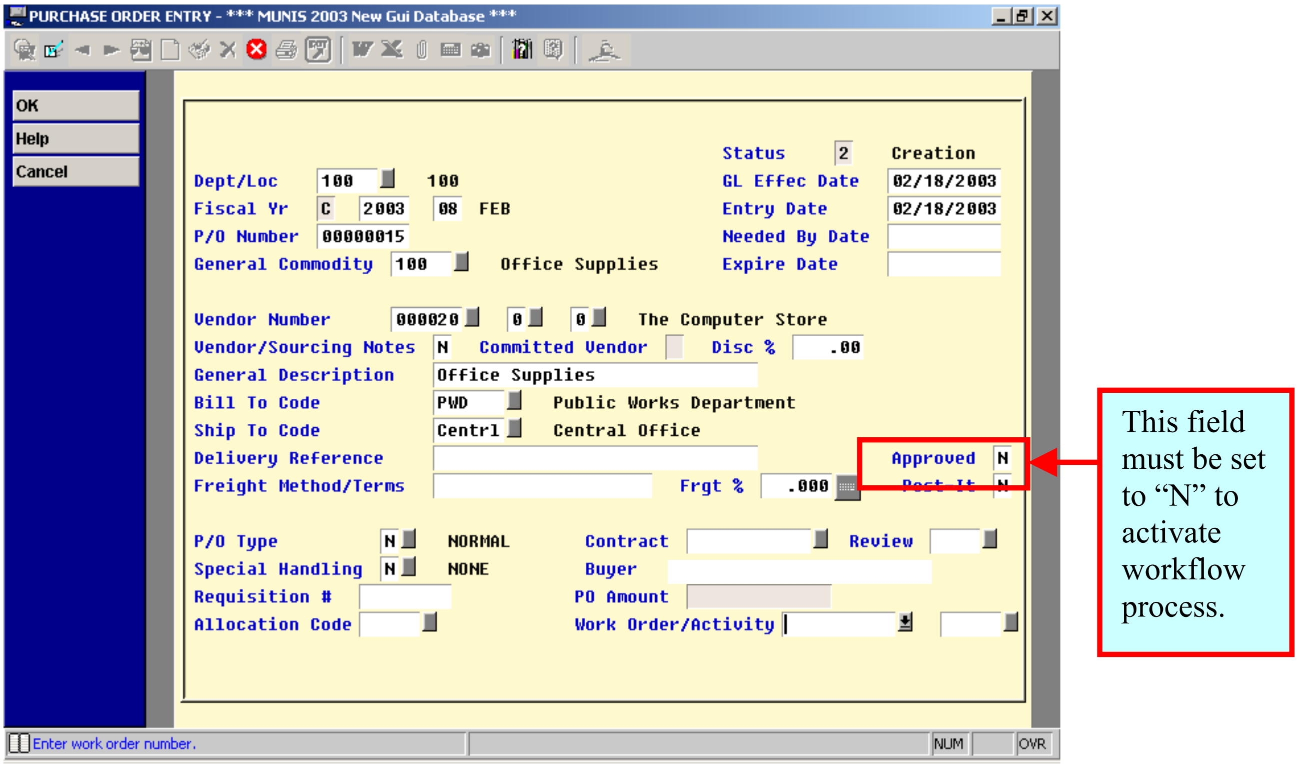
mn44499 – Workflow added to Purchasing programs and additional modifications

Purchase Order Entry (poentpst)

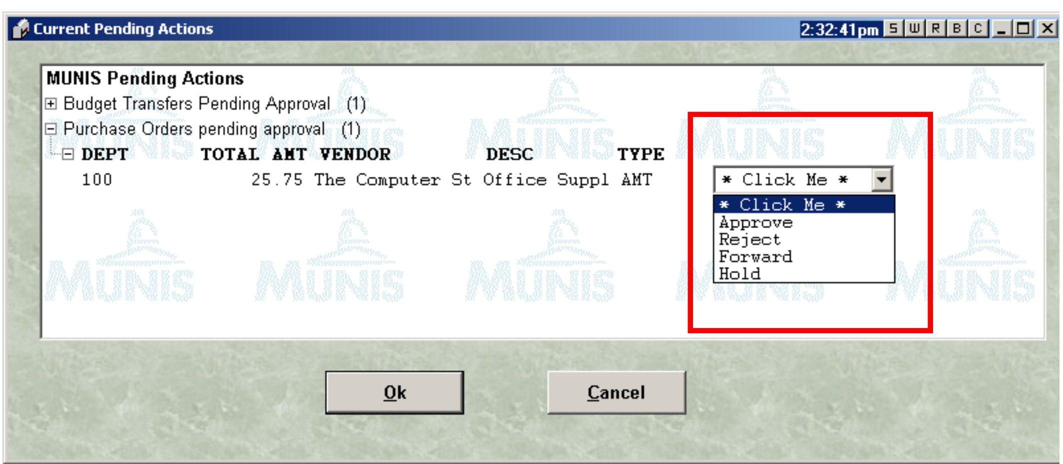
Workflow functionality has been added to the Purchasing module. You must have the following conditions met to utilize workflow:

- When adding a purchase order, the "Approved" field must be set to "N" indicating that the purchase order has not been approved,
- The Business Rule (POE) must be correctly added in the WORKFLOW BUSINESS RULE FM Program,
- The purchase order must be released (select *X-Release* PO Batch Header screen).

Purchase Order Entry screen



After the purchase order has been released for approval, you can approve the purchase order from the MUNIS Messenger inbox (see Workflow manual for reference information regarding this functionality). **Note 1:** After the PO is approved via the Workflow process, the "Approved" field is automatically changed to "Y". **Note 2:** When a purchase order is a status 5 (Released), the "Approved" field is not accessible.

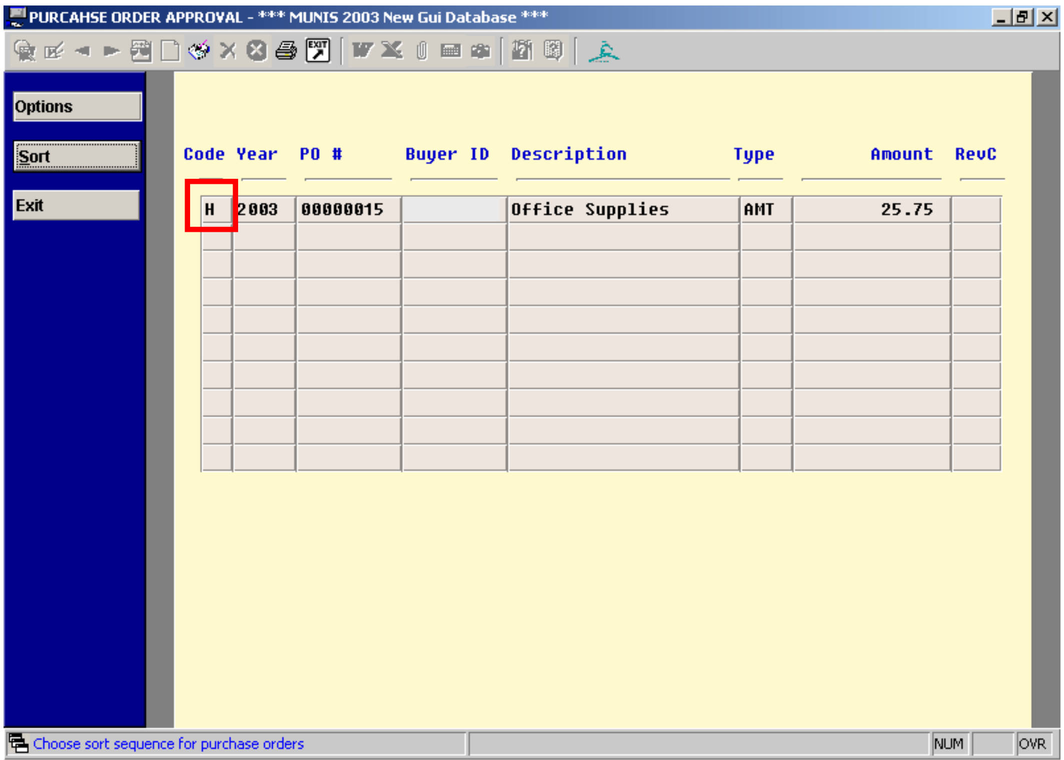


Purchase Order Approval (poapprov)

This is a new program created for an alternative way to approve purchase orders without using MUNIS Messenger. Located in the Purchase Order Processing Menu, option F.

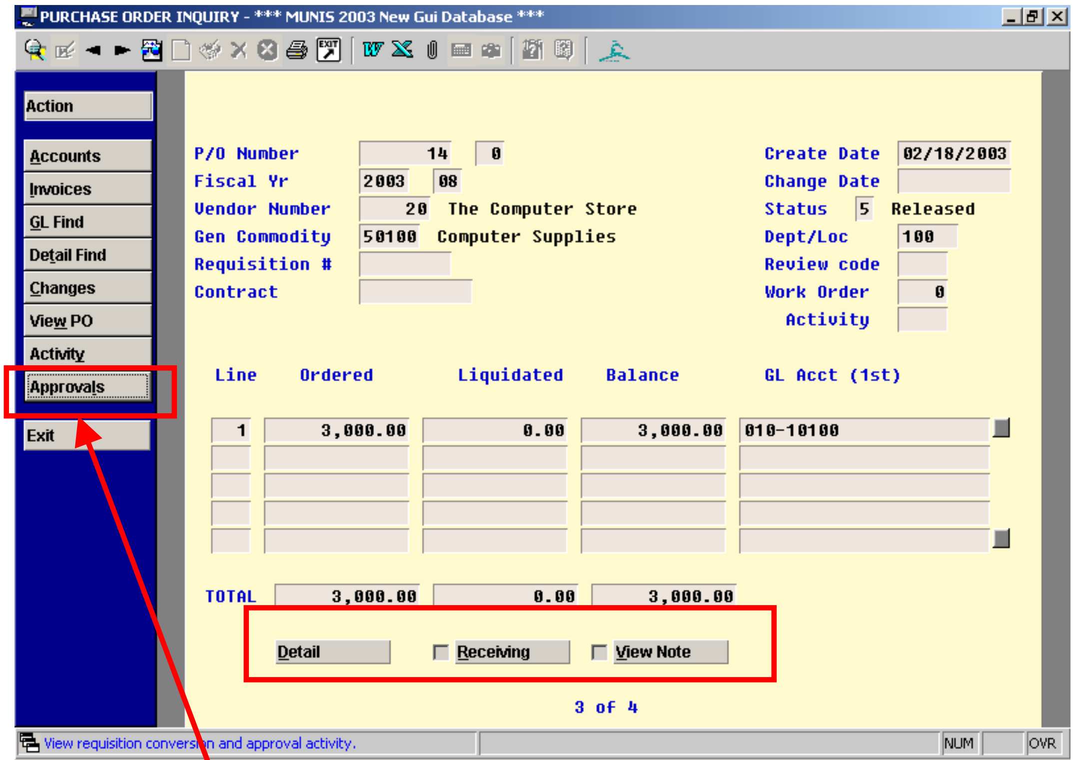
If any pending PO approvals exist, use this program to approve, reject or hold.

Note: This program works exactly as the REQUISITION APPROVALS program EXCEPT another employee's PO's cannot be approved.



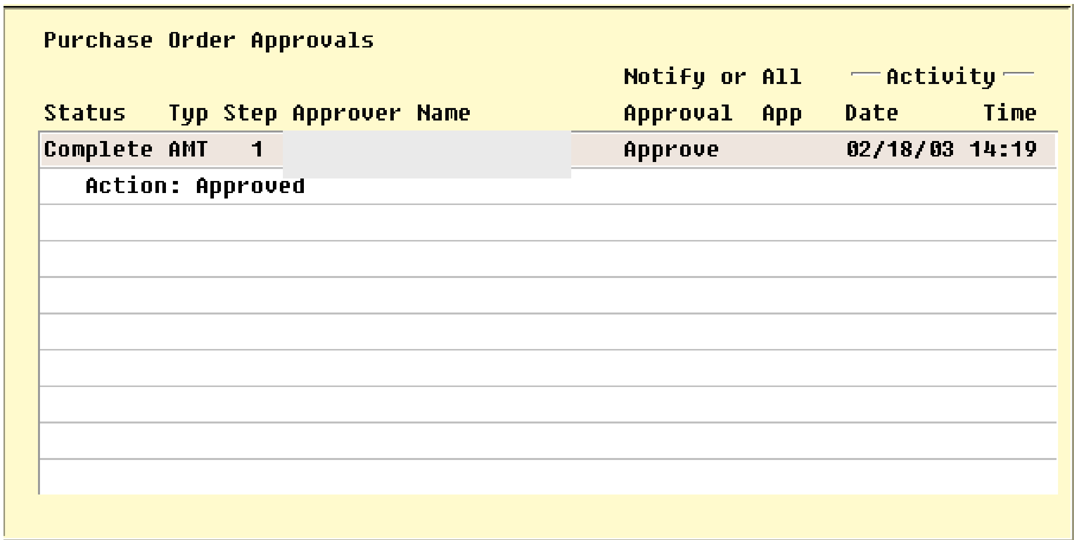
Purchase Order Inquiry

Modifications to program:



- The *Z=Conv Appr* side menu option has been renamed as “Approvals” and has been modified to display the workflow activity that exists for a particular purchase order.

Approvals **popup screen**



- The side menu options "*X=Detail", "Receiving"* and *"View Notes"* have been moved to the bottom of the screen. A check mark indicates information exists for that option.

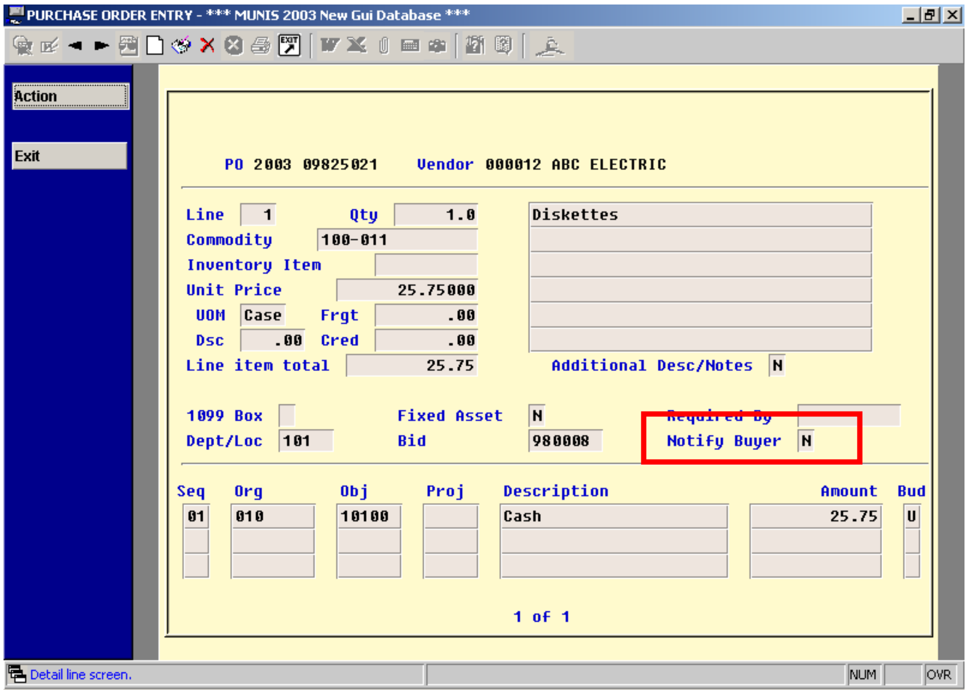
mn44501 – New field determines if notification sent to originator

ID Code Maintenance (spidcode)
PO Receiving File Maintenance (porecmnt)
Purchase Order Entry (poentpst)
Requisition Entry (rqentpst)

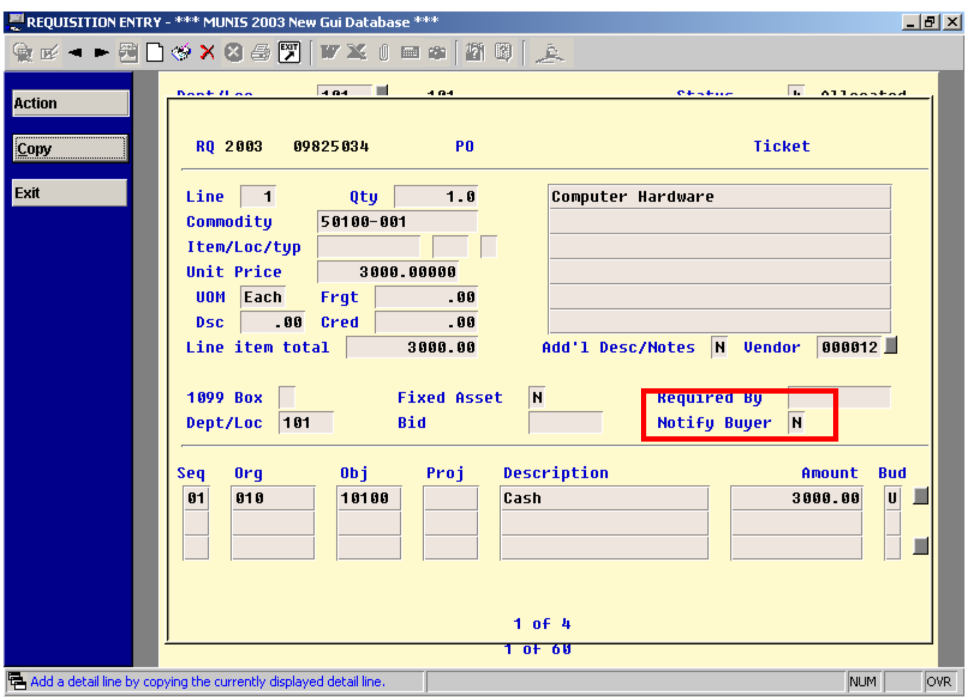
A new field, "Notify Buyer" has been added to the detail screen in PURCHASE ORDER ENTRY and REQUISITION ENTRY. This field defaults to "N". If changed to "Y", when the item is received in PO RECEIVING FILE MAINTENANCE, a notification is sent to the originator of the order that the item was received.

Note 1: This notification does not use the Workflow process.

Purchase Order Entry detail screen

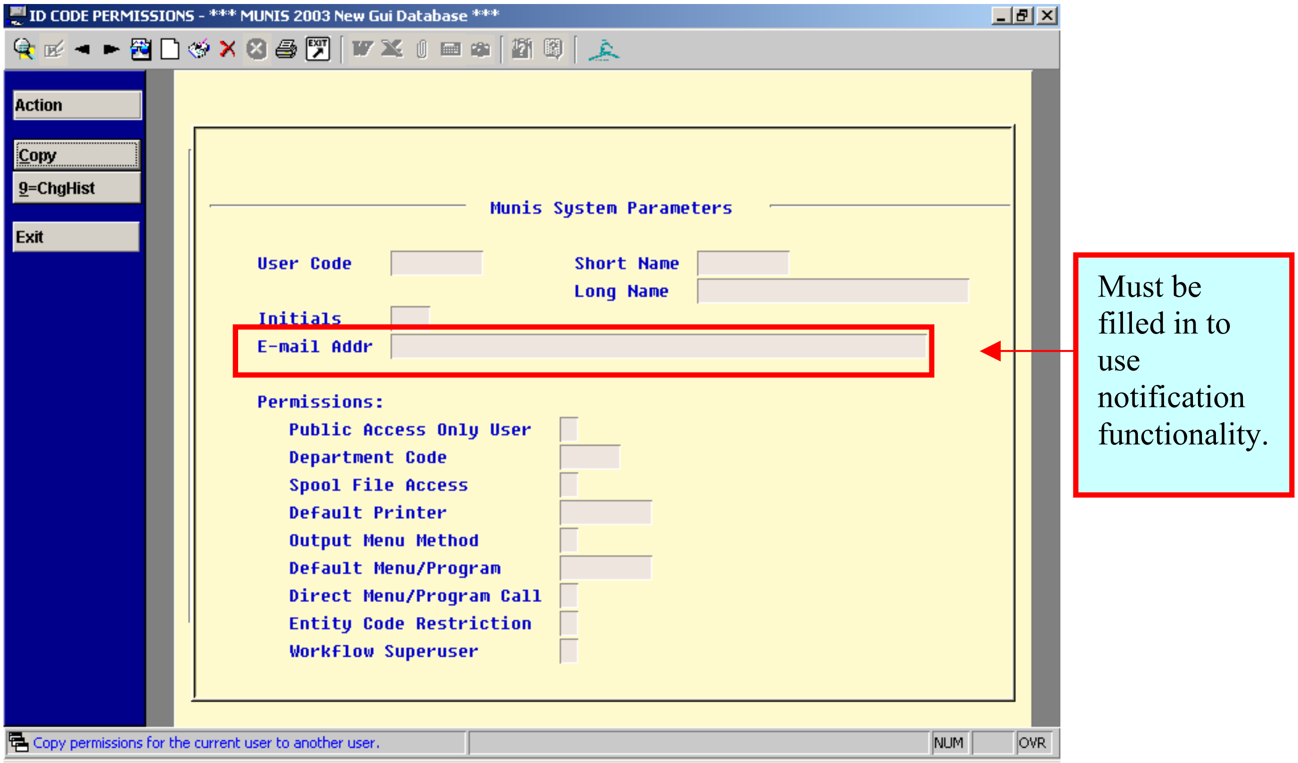


Requisition Entry detail screen



Note 2: To use the notification functionality, you must enter a valid e-mail address in the “E-mail addr” field (in ID CODE PERMISSIONS, option A.).

ID Code Permissions – System Parameters screen



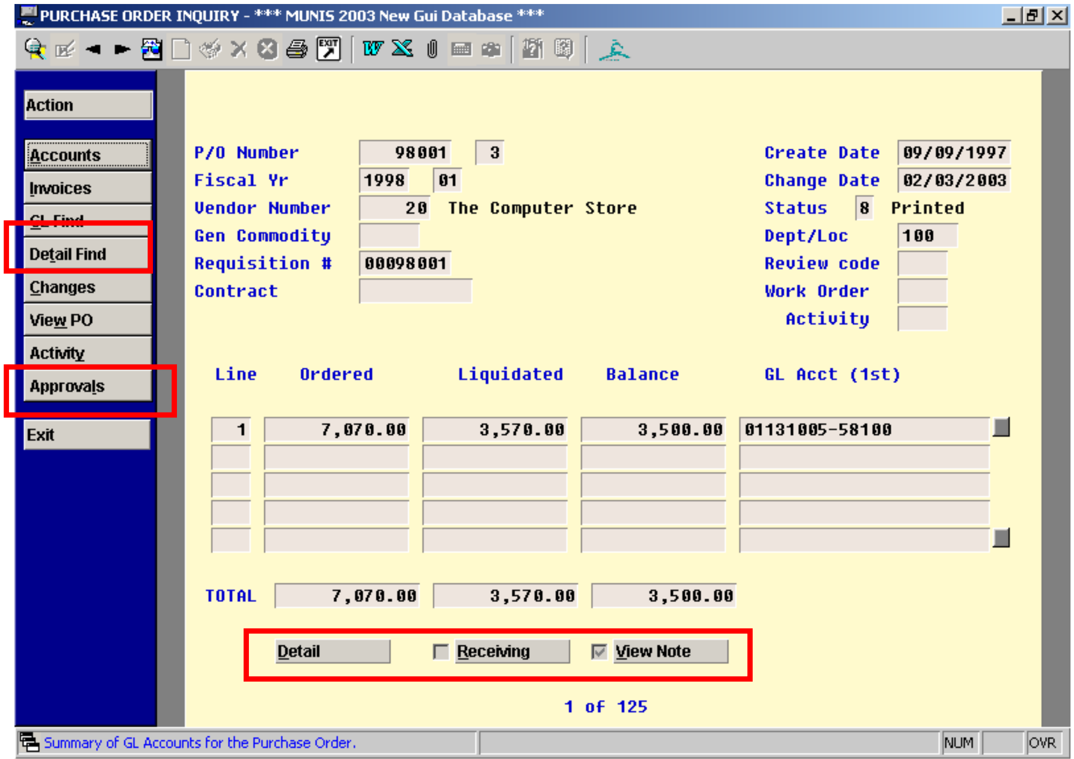
Note 3: In the REQUISITON ENTRY program, if an inventory item number is entered and the type is a Pick Ticket (“typ” field is “I”), there is no access to the “Notify Buyer” field (remains at “N” status).

mn44627 – Modifications to PO Inquiry program

Purchase Order Inquiry (poinqury)

Modifications to program:

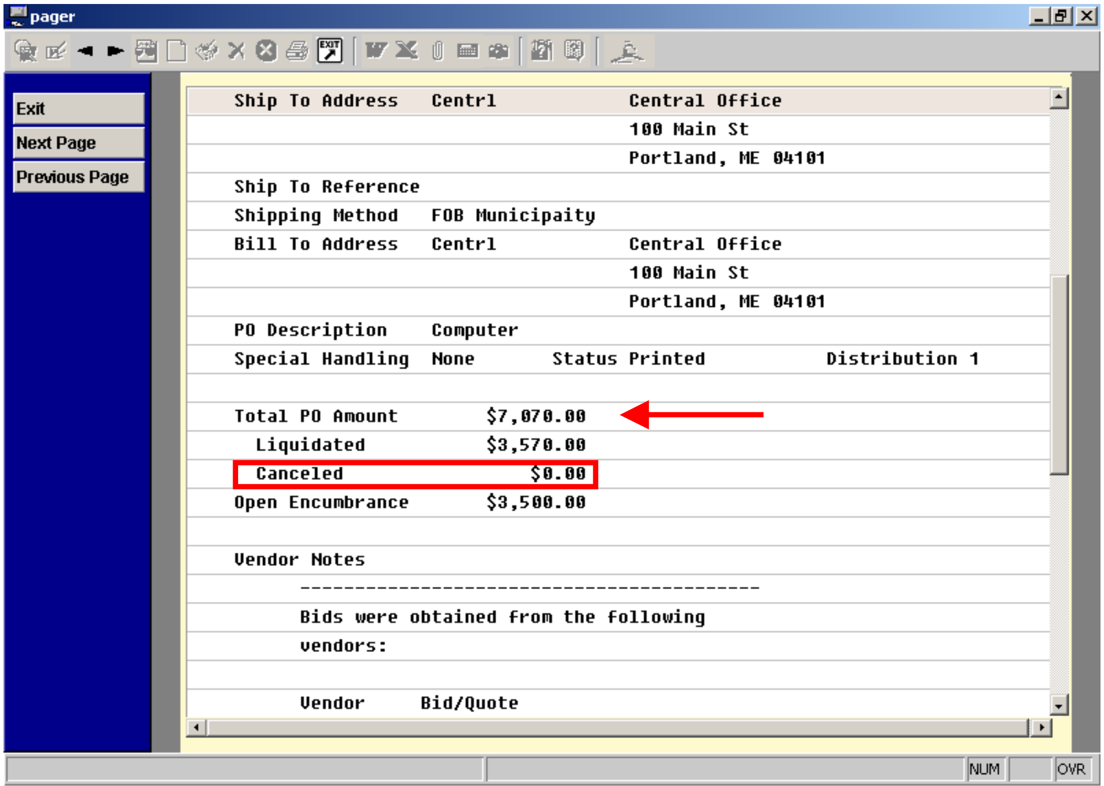
- The *Detail Find* option can be selected with hotkey “T”. There is no change in functionality.
- The side menu options *X=Detail, Receiving* and *View Notes* have been moved to buttons at the bottom of the screen. Check boxes on the *Receiving* and *View Note* options indicate existing information for the purchase order.
- The option *Z=Conv Appr* has been renamed to *Approvals* with “L” as the hotkey.



mn45485 – "Canceled" line removed from PO Report

Purchase Order Maintenance (pomaintn)

The report has been changed so that under the "PO Current List" page, the "Canceled" field has been removed. The canceled dollar amount is added to the "Total PO Amount" line.



mn45487 – Modification to PO reports

Print PO's on Blank Paper (poprntpo)
Print PO's on Forms (poprtfrm)
Standard PO Reports (poreport)

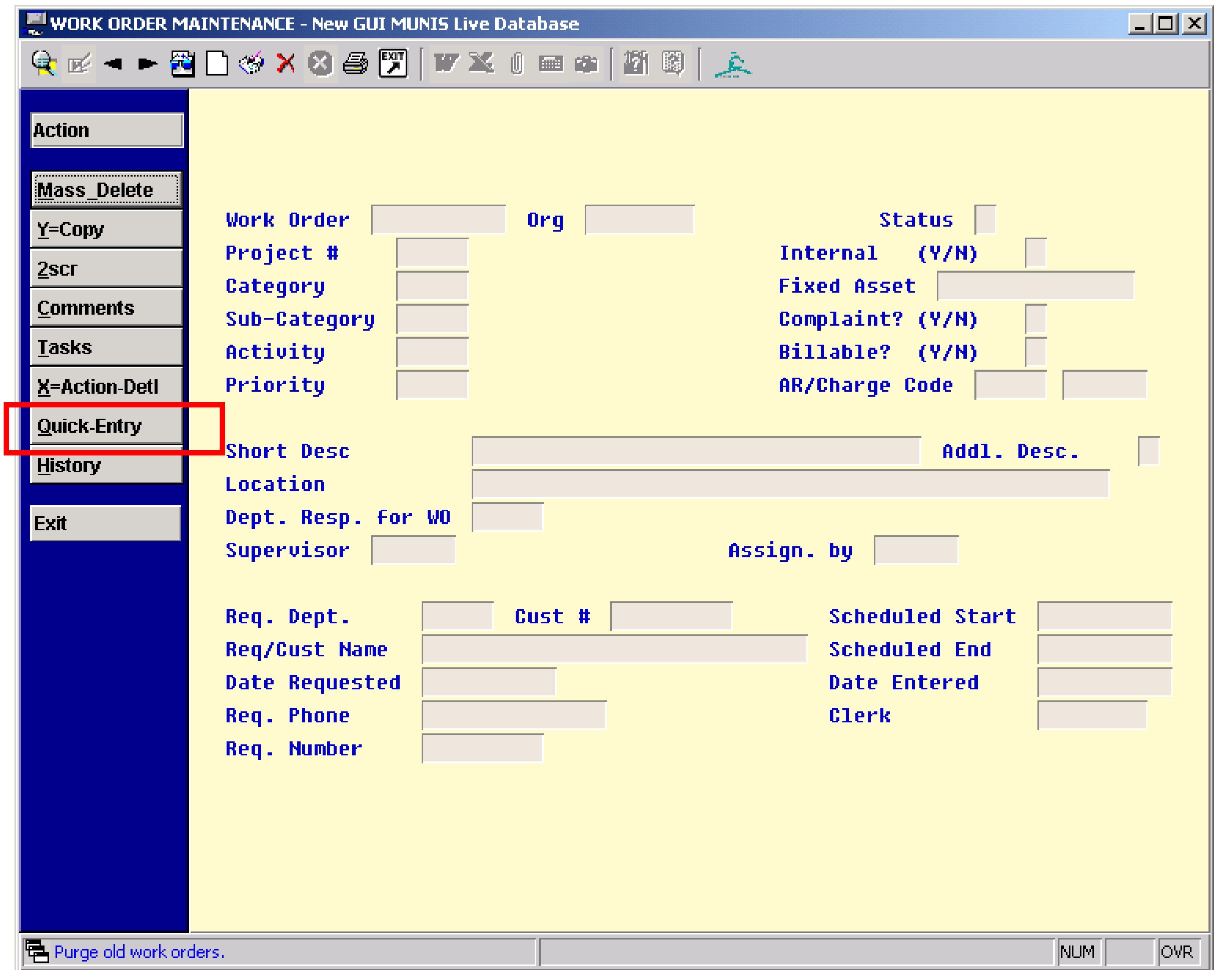
For PO's that have been cancelled, these programs now print "0.00" in the "Unit of Measure" and "Unit Cost" columns. In addition, "Cancelled Item" has been added to the PO description.

OTHER APPLICATIONS

mn43999 – Rounding Error

Work Maintenance (womaster)

When using the *Quick Entry* option, the "Unit Price" field no longer rounds up when creating work orders.



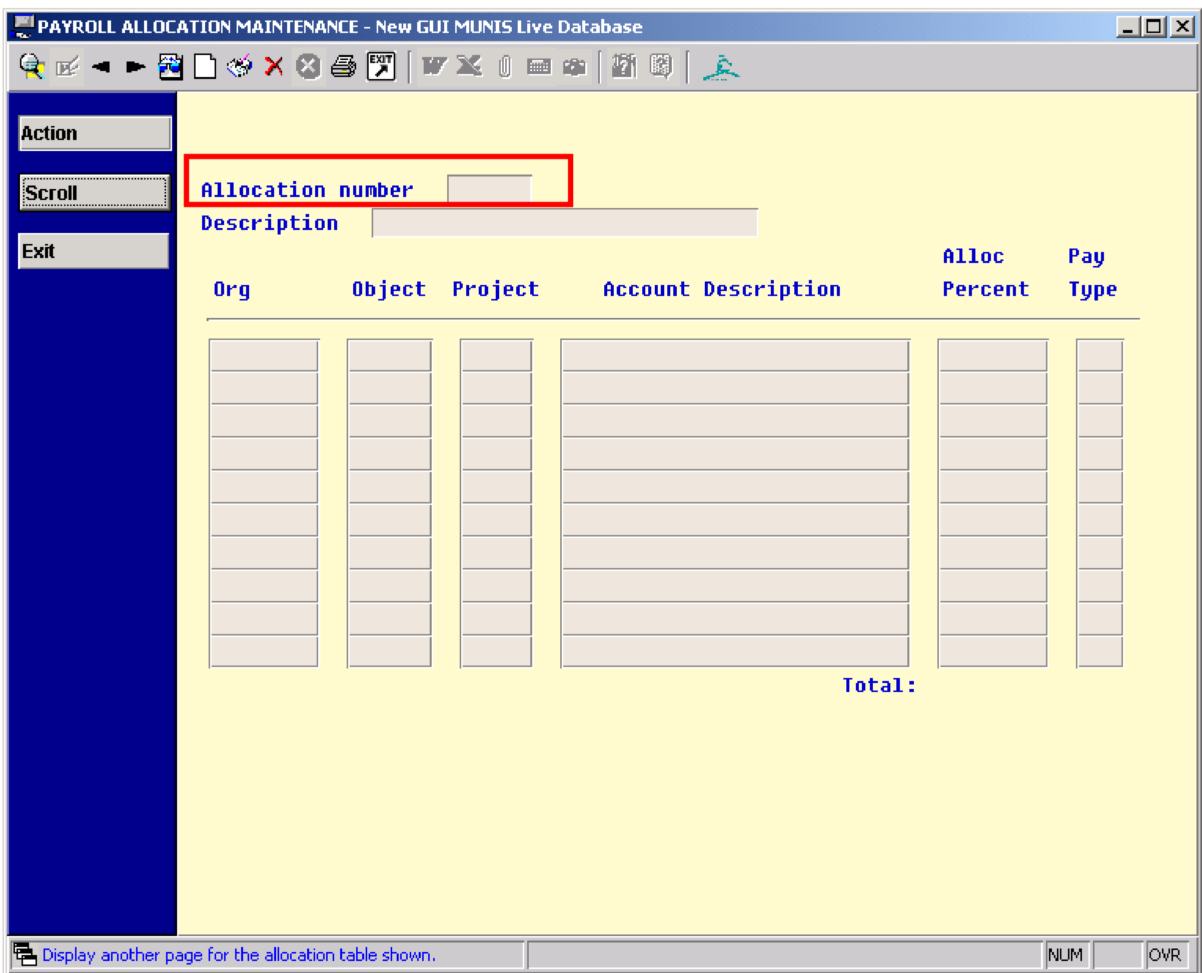
PAYROLL / PERSONNEL

mn30962 – Expanded "Allocation Number" field

Overview: This new enhancement provides flexibility in identifying custom employee allocations by allowing the allocation number to be the employee number.

Payroll Allocation F/M (prallmnt)

The "Allocation Number" field in Payroll Allocation F/M has been expanded to 6 digit integers. Previously, only 5-digits were allowed within the field and the allocation number was limited to 32767 as the highest number. Now, 999999 can be used as the highest number.

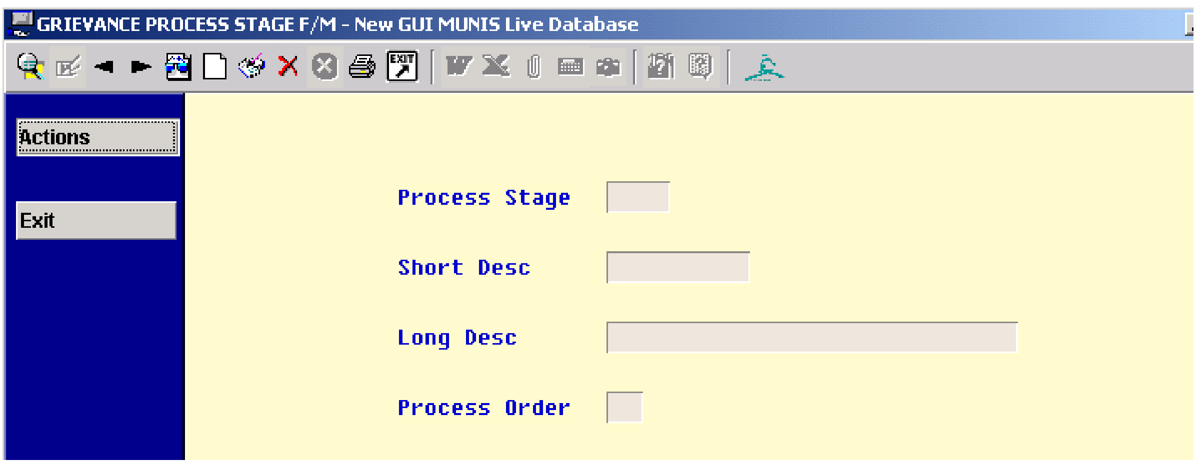


mn42537 – New program in Personnel Processing for employee grievances

Overview: In Personnel Processing, select C) Employee Grievances and then A) Process Stage F/M menu option to access the program. Two new programs have been added to Personnel Processing under Employee Grievances. The new programs are Process Stage F/M and Grievance F/M. Records may be created and maintained through the employee grievance process. Information regarding the Grievance F/M is listed below.

Process Stage F/M (pmgrvpro)

This new program allows you to define each "Process Stage" of the grievance. After an employee grievance case is added to Employee Grievance F/M, each or all stages can be defined in Process Stage F/M.



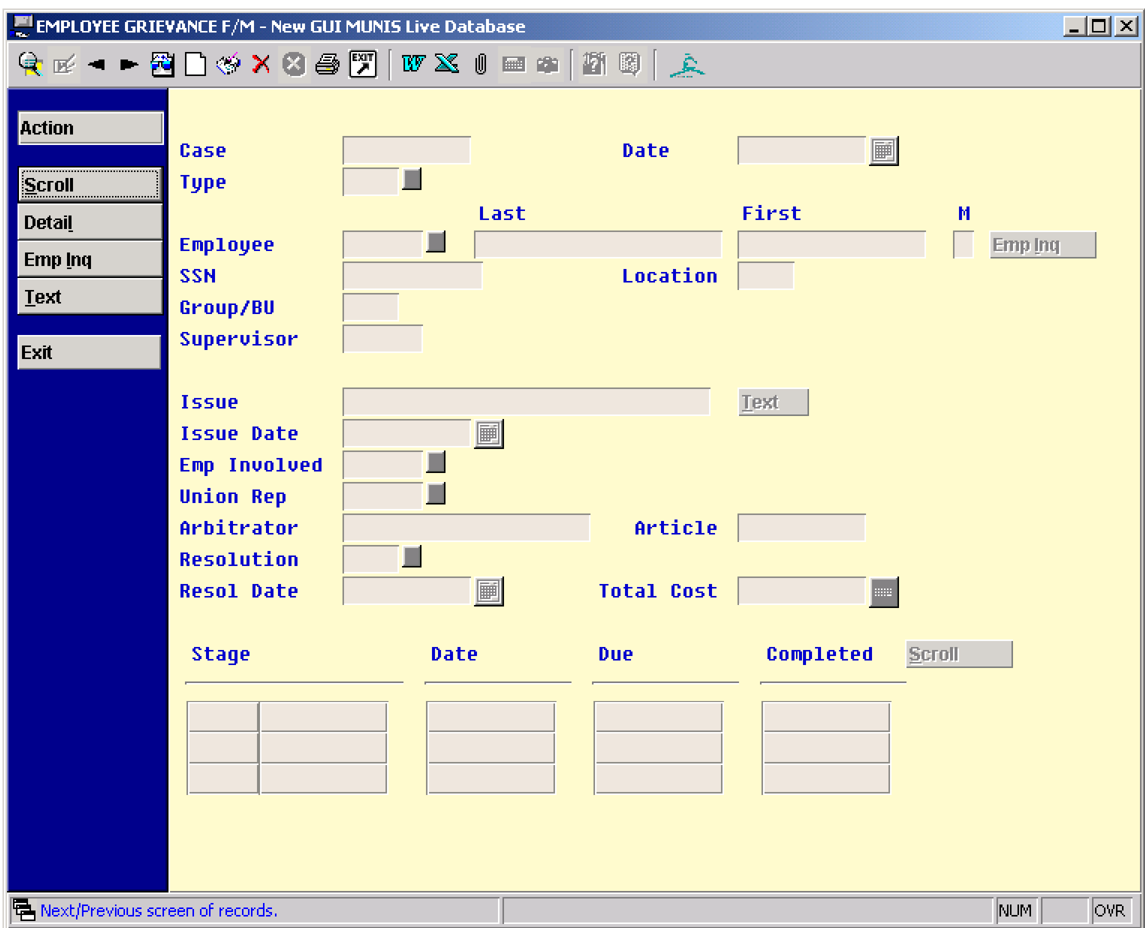
Fields	Description
Process Stage	List a new 4-character process stage code.
Short Desc	A short description of the process stage.
Long Desc	A long description of the process stage.
Process Order	This field orders the process stages. The number listed in this field defaults into Employee Grievance F/M when a record is added (see *Detail* screen in Employee Grievance to view the process order in the "Process Stage" field).

mn42538 -- New program in Personnel Processing for employee grievances

Overview: In Personnel Processing, select C) Employee Grievances and then select B) Grievance F/M menu option to access this program. Two new programs have been added to Personnel Processing under Employee Grievances. The new programs are Process Stage F/M and Grievance F/M. Records may be created and maintained through the employee grievance process. Information regarding the Grievance F/M is listed below.

Grievance F/M (pmgrieve)

This new program maintains the grievance records and is the primary location to query and report on grievances. Unlimited text is available for each grievance case and each individual process stage. Each grievance has a unique case number and all information is entered into the "header record" (one per case). Several *Output* options are available, plus the ability to attach documents and export to Word and Excel.

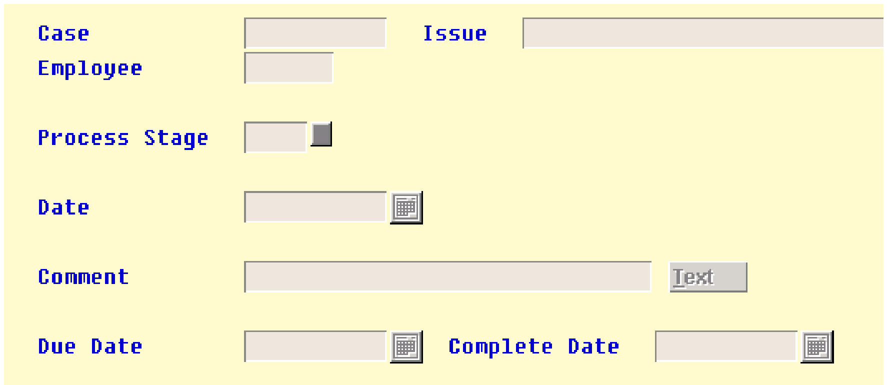


Field	**Description**
Case	Assigned case number.
Date	Entry date of grievance. Click the Calendar option beside the field for easy date access.
Type	The type of grievance the employee is filing. Click the Help file beside the field for a list of available options.
Employee, Last, First, MI, SSN, Location, Group/BU Supervisor	The employee number for the employee filing the grievance. Pulled from the Employee Masterfile. Click the Help file beside the field for a list of valid entries. Once selected, the employee's name, SSN, Location, Group/BU and supervisor info defaults.
Issue	A summary description of the issue.
Issue Date	The date the issue occurred.
Emp Involved	The employee involved in the grievance.
Union Rep	The employee's Union rep.
Arbitrator	Name of the arbitrator.
Article	This field represents the particular article of the labor agreement for the grievance.
Resolution	Resolution code.
Resol Date	Date of the resolution.
Total Cost	The total cost of the case.
Stage, Date, Due, Completed.	The Process Stage automatically defaults based on the "Process Order" entered in Process Stage F/M. See example below: Stage Date Due Completed RES1 MEET 1 02/12/02 02/22/02 02/15/02 RES2 MEET 2 02/17/02 03/17/02 03/02/02 HEAR HEARING 03/05/02 05/05/02 04/16/02 DECI DECISION 04/24/02

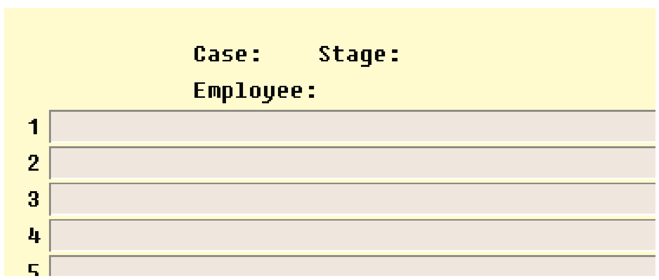
Side Menu -- Grievance F/M

Scroll Scrolls through the grievance records, located on the bottom of the screen (see "Stage" fields).

Detail Use to view or add details of individual stages of a case. Select *Find* to view all cases.



Text Use to view text associated with the case. The following screen displays:



Emp Inq Calls the Employee Inquiry program for this employee.

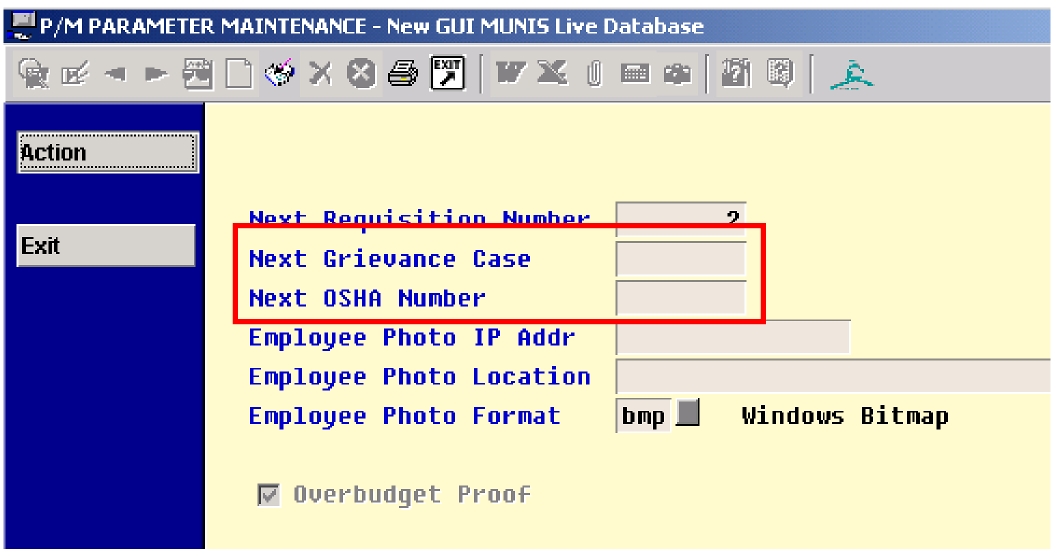
Text Use to view text associated with this case.

mn42539 – Two new fields added to program

PM Parameters F/M (pmparmnt)

Two new fields have been added to the PM Parameters F/M program:

- "Next Grievance Case": The next available grievance case when adding a grievance.
- "Next OSHA Number": The next available OSHA number when adding an injury/illness case.

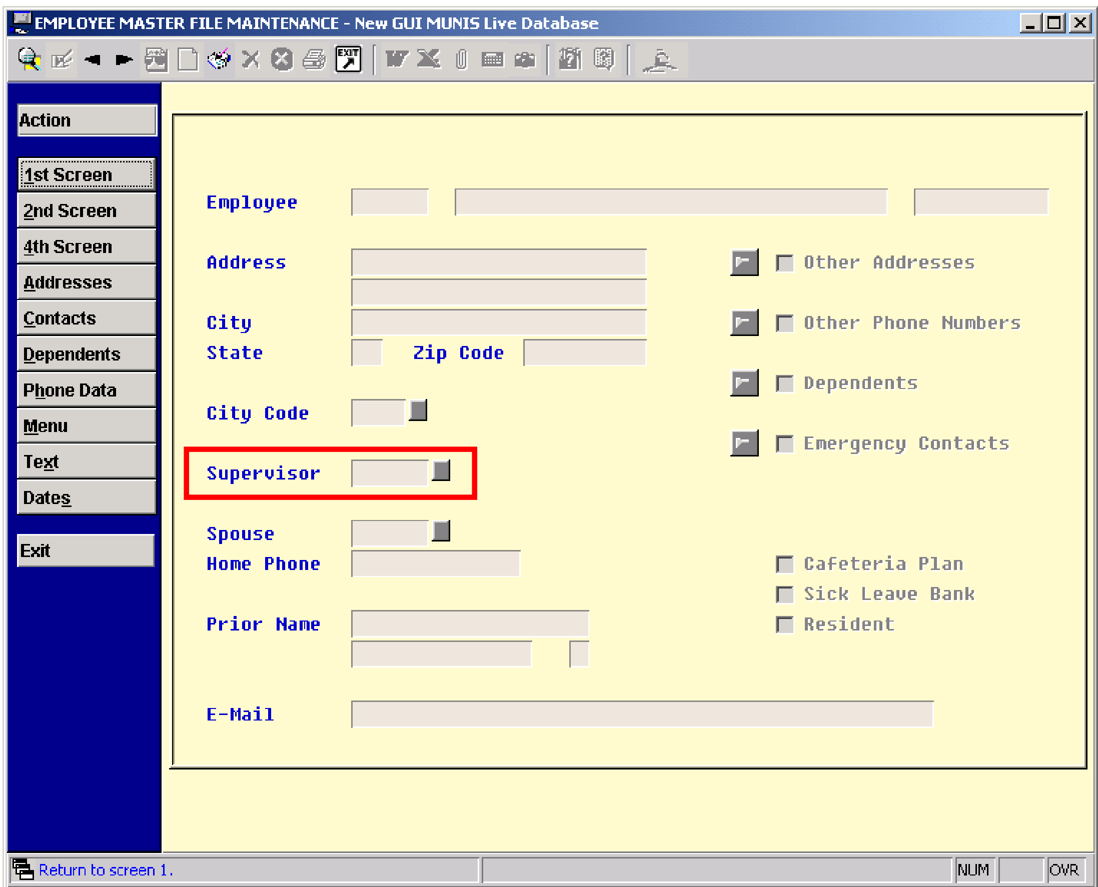


mn42601 – A new field "Supervisor" added to the program

Overview: The new "Supervisor" field is used by Grievances F/M for reporting purposes.

Employee Master F/M (prmaster)

A new "Supervisor" field has been added to the *3rd Screen* of the program. Enter the Supervisor's number for their name to appear beside the field. Click the Help menu beside the field for available options.



mn42715 – Warning when adding an employee pay

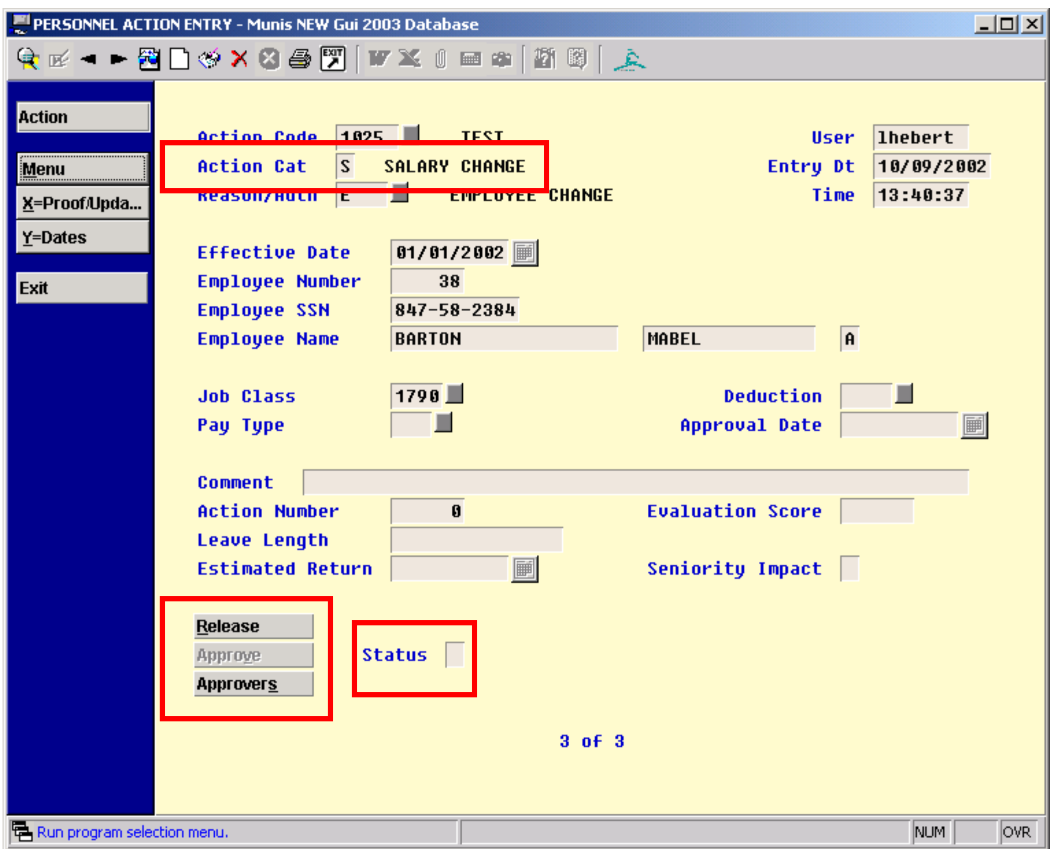
Earnings/Deductions F/M (prpyrlfm)

Modified the program to display an error warning when an employee pay is added with an account that is not an expense account.

mn42923 – Workflow “Approvals” added to program

Actions Entry (pmactpen)

- The program is now Workflow enabled with the addition of approvals for “Action Cat” type “S” - (Salary Change), type “B” - (Benefits Change) and type “N” - (New Hire).
- Three new Workflow buttons have been added on the bottom of the screen:
  Release - “Release for approval”
  Approve - “Approve/not approve action”
  Approvers - “Other approvers”
- A new field, “Status” of the approval, displays the following values:
  “N” -- Pending Approval
  “Y” -- Approved
  “X” -- In Progress

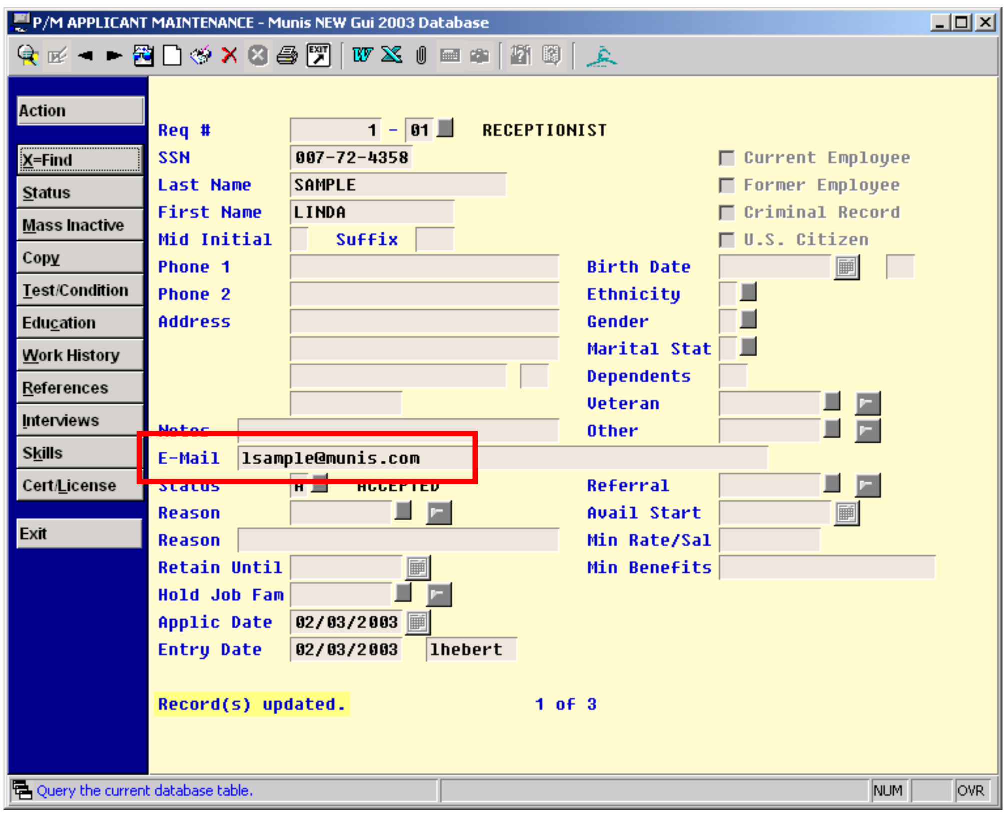


mn42998 – "E-mail" and "Supervisor" fields added to Employee Master F/M

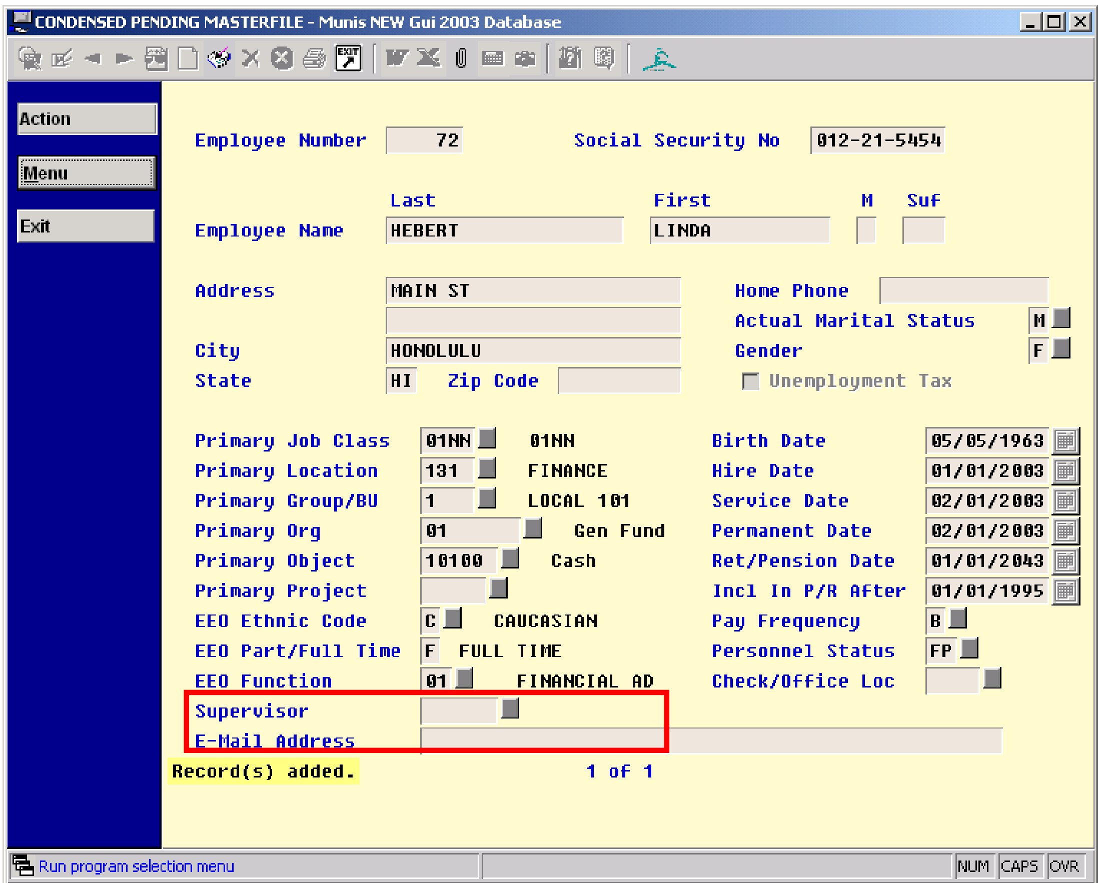
Employee Master F/M (prmaster)
Applicant F/M (atappmnt)
Condensed Pending Masterfile (prempmas)
Employee Inquiry (prempinq)
Payroll Check Processing (prchecks)

The fields "E-mail" and "Supervisor" have been added to the Employee Master programs. The new "E-mail" address field can be used to forward employee check stub information each pay period. The new "Supervisor" field is used by Grievances F/M for reporting purposes.

Applicant F/M (pratappmnt):
An "E-mail" field has been added to the program. If a new employee has an "Accepted" status in Applicant Tracking and their "E-Mail" address has been listed, the "E-Mail Address" in Condensed Pending Masterfile is automatically populated.

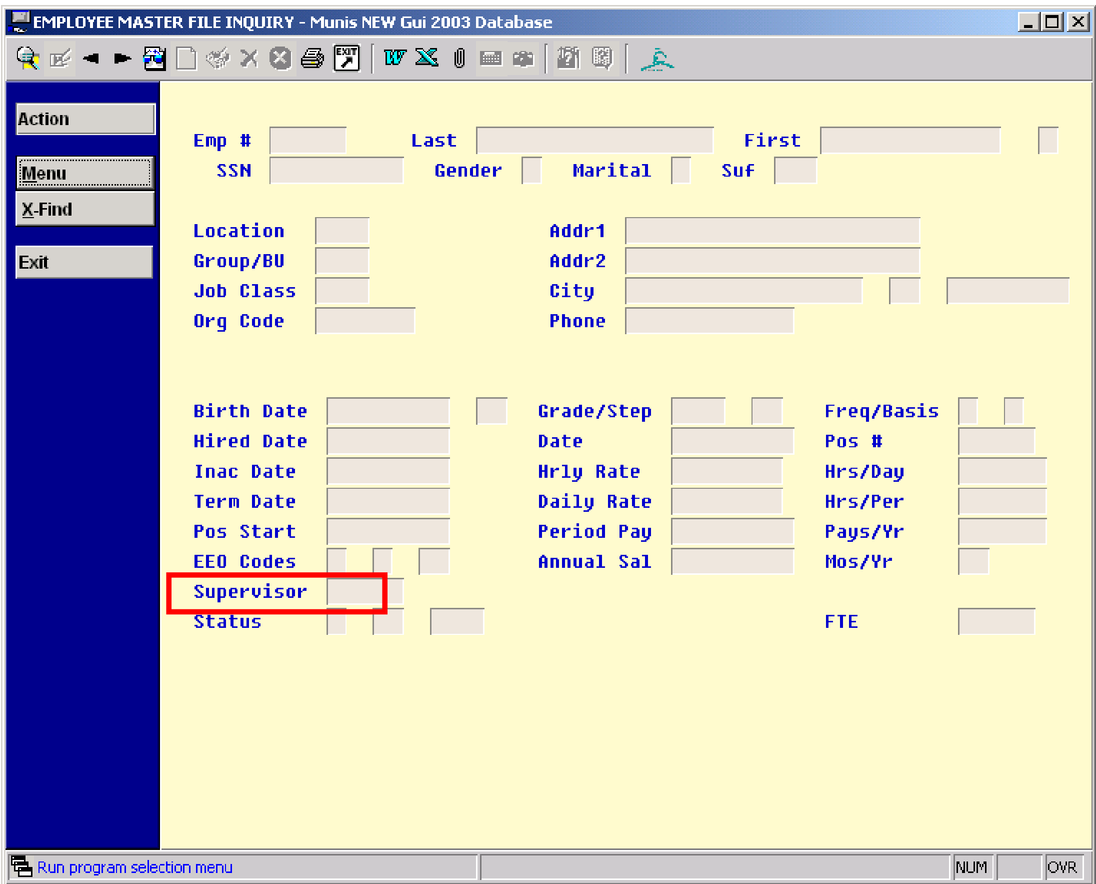


Condensed Pending Masterfile (prempmas):
Access the Condensed Pending Masterfile by adding a "New Hire" in Action Entry. A "Supervisor" and "E-Mail Address" field has been added to the program. If a new employee has an "Accepted" status in Applicant Tracking and their "E-Mail" address has been listed, the "E-Mail Address" in Condensed Pending Masterfile is automatically populated.

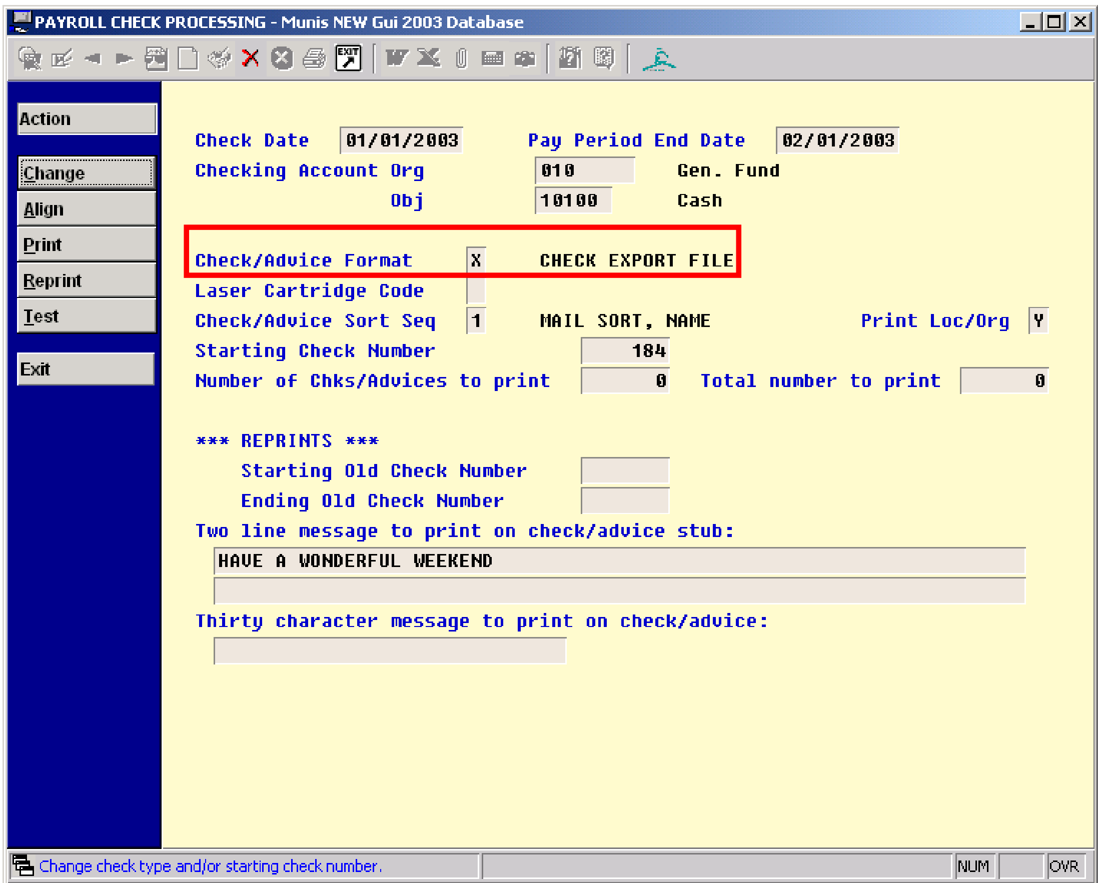


Employee Inquiry (prempinq):
A "Supervisor" field has been added to the program. The "Supervisor" and "E-mail Address" fields in Employee Inquiry are automatically populated if the information has been previously entered on the *3rd Screen* of the Employee Master F/M.

"Supervisor" and "E-mail Address" has also been added to the *Output*/Employee Detail report and *Word/Excel* options.



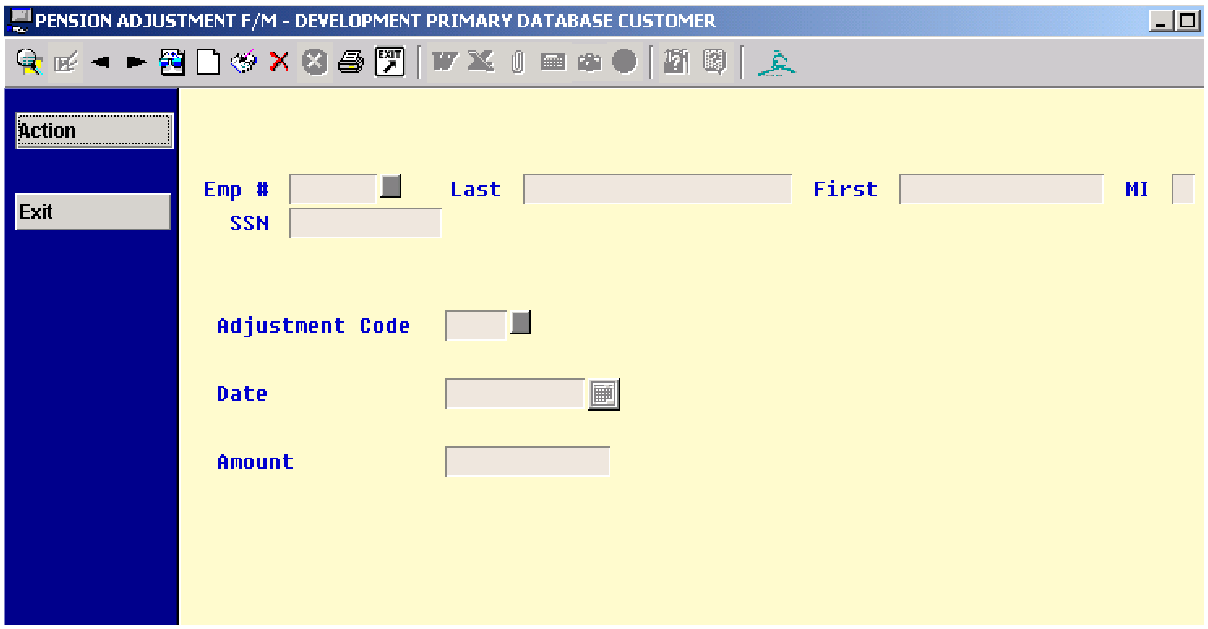
Payroll Check Processing (prchecks):
When selecting "Check/Advice Format" option "X – Check Export File", a new header has been added to the export file that reports the employee's "E-mail" address.



mn43017 – New program added to Pension module

Pension Adjustment F/M (pnadjwth)

This new program maintains the Pension Adjustments table, which contains monetary adjustments made to an employee's pension contributions. Any extra contributions or withdrawals may be entered in the program.



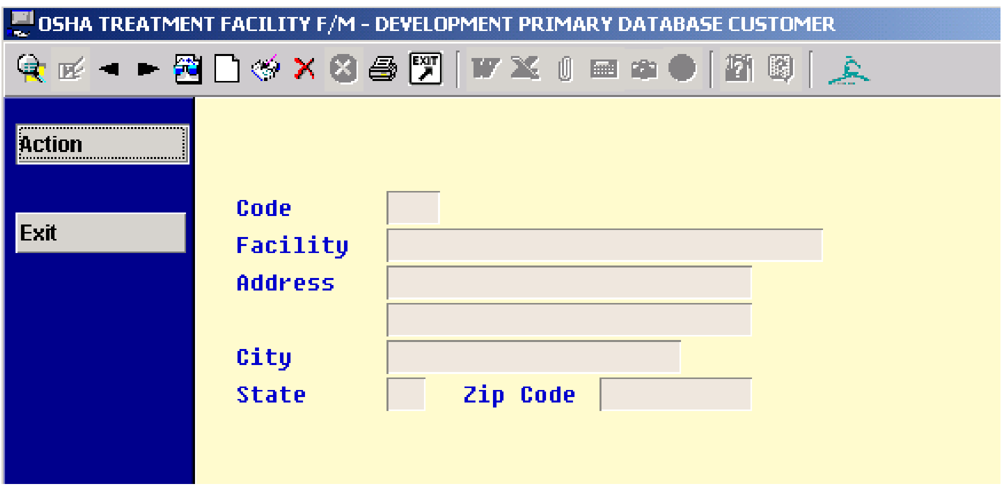
Field	Description
Emp #	The employee's number. Click Help beside the field for a list of valid entries.
Last, First, MI and SSN	The employee's name and SSN.
Adjustment Code	To add an adjustment code, click the *Add Adj Code* side menu option or <CTL - T>. The Miscellaneous Code screen appears with "Code Type – ADJW".
Date	The date of the adjustment or when the record was added.
Amount	The amount of the adjustment (include negative sign if subtracting the amount).

mn43223 -- New OSHA program added for treatment facilities

Overview: The new OSHA programs are used to maintain, report and log employee injury/illness occurrences. Full details of the incident must be reported to the OSHA officer within 4 hours after speaking with the employee. Employees and representatives (Union officials) may review incident reports and all injury/illness information. The employee names are kept confidential.

OSHA Treatment Facility F/M (pmostret)

This new OSHA program maintains information about treatment facilities. The information is used when maintaining OSHA injury and illness incident records.



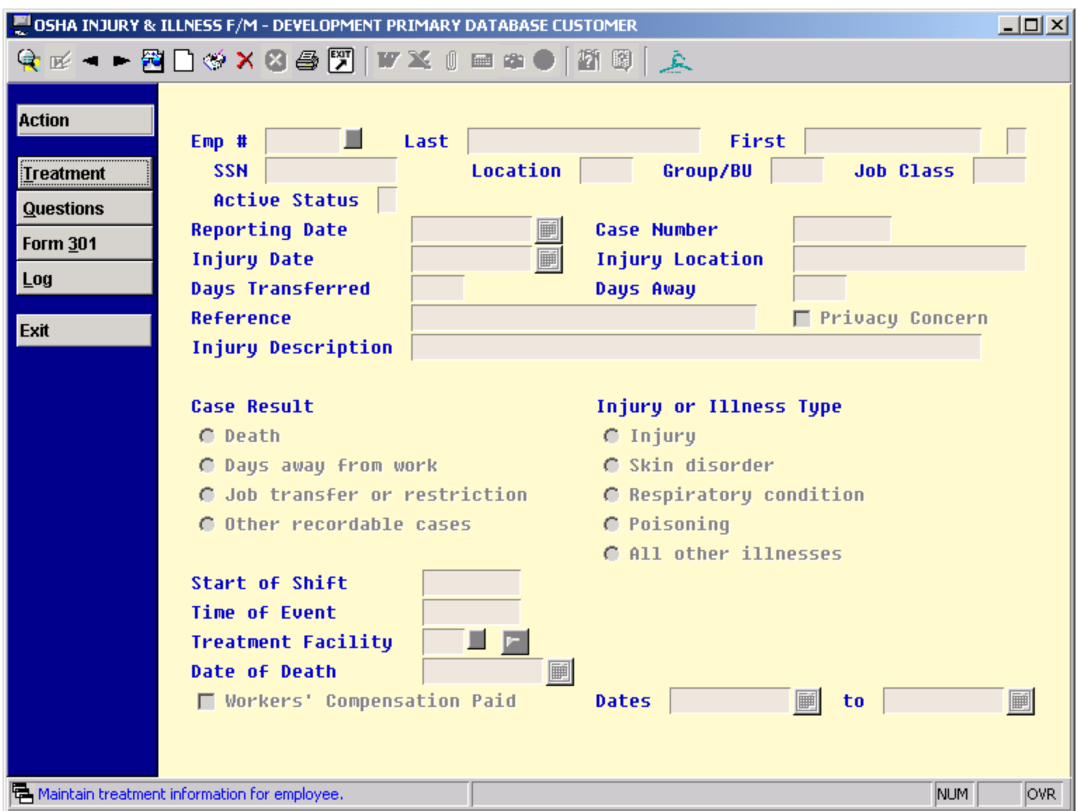
Field	Description
Code	Required field. The treatment facility code (specific to the facility).
Facility	Required field. The name of the treatment facility.
Address, City, State, Zip Code	The full address of the treatment facility.

mn43225 – New OSHA programs added to track incidents

Overview: The new OSHA programs are used to maintain, report and log employee injury/illness occurrences. Full details of the incident must be reported to the OSHA officer within 4 hours after speaking with the employee. Employees and representatives (Union officials) may review incident reports and all injury/illness information. The employee names are kept confidential.

OSHA Injury/Illness F/M (pmosflmt)
OSHA Form 300 Log Format (pmoshlog)

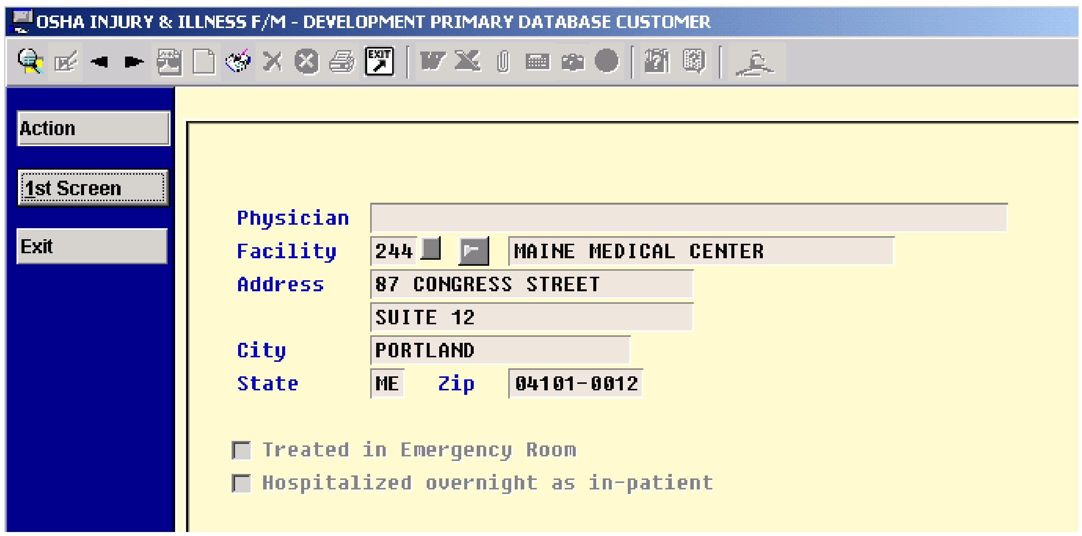
OSHA Injury/Illness F/M (pmosflmt):
This new OSHA incident tracking functionality records and reports all work related incidents (injury or illness related). Incidents are tracked using an "Emp #", "Reporting Date" and "Case Number" combination. In addition, field descriptions store the information on where, when and how the incident occurred, as required by OSHA. OSHA mandated Forms 300, 300A and 301 could also be generated for posting or OSHA auditing purposes.



Field	Description
Emp #	A required field. Select the employee number involved in the incident. Pulls from the Employee Masterfile. Click the Help menu beside the field for a list of available options.
Last and First Name, MI, SSN, Location, Group/BU, Job Class, Active Status	All information defaults when the employee number is entered.
Reporting Date	A required field. The incident reporting date.
Case Number	Required field. The incident Case Number from OSHA Form 300. Defaults in after the date is entered.
Injury Date	Required field. The date of injury or onset of illness. The reporting date automatically defaults but can be altered.
Injury Location	Where the incident occurred.
Days Transferred	The number of days the employee was transferred or restricted from the job.
Days Away	The number of days the employee was away from work due to illness or injury.
Reference	List relevant reference information.
Privacy Concern	Check mark the field if this case has a privacy concern
Injury Description	Required field. A brief description of the illness or injury for Form 300.
Case Result	The case result in accordance with Form 300.
Injury or Illness Type	The injury or illness type in accordance with Form 300.
Start of Shift	The time the employee started work on the injury/illness date (include am/pm).
Time of Event	The time of the event that led to the incident (include am/pm).
Treatment Facility	If treatment was given, list the treatment facility code. Click the Help box beside the field for a list of various facility codes.
Date of Death	If the employee died from the incident, enter the date of death.
Workers' Compensation Paid	Check mark the field and list the date range of when the employee is paid by workers compensation.
Dates	The date range the employee receives workers comp payments.

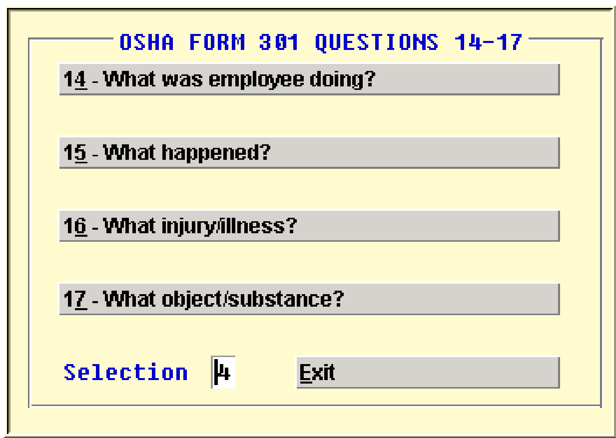
Side Menu - OSHA Injury/Illness F/M

Treatment Maintains information regarding treatment the employee received as a result of the incident. The screen can be accessed whether or not there is an active set on the main screen.

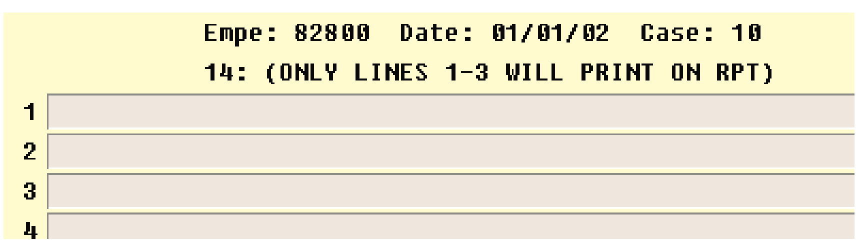


Field	Description
Physician	The physician or health care professional who provided care.
Facility	The code for the facility where treatment was provided. Click the Help feature beside the field for a list of available treatment facility codes.
Address, City State	The address of the treatment facility. Defaults in when the facility code is entered.
Treated in ER	Check mark the box beside the field if the employee was treated in the emergency room.
Hospitalized overnight as in-patient	Check mark the box beside the field if the employee was hospitalized overnight as inpatient.

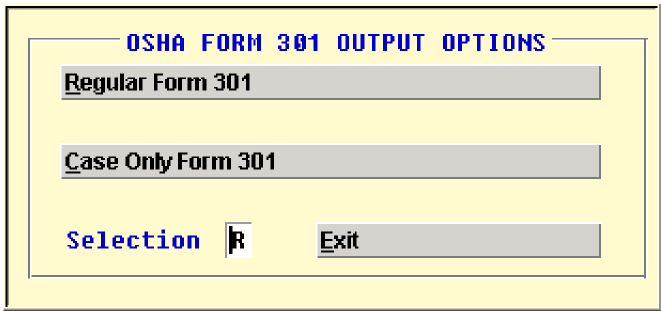
Questions Maintains records in the OSHA Form 301 format. When selected, a list of “question” menu options appear from Form 301 (sections 14 – 17 on the report). Once the appropriate question is selected, a text box appears. The information entered appears on the Form 301 log (only lines 1-3 print on the report).



When a question is selected, the text box appears for the overview to be entered:

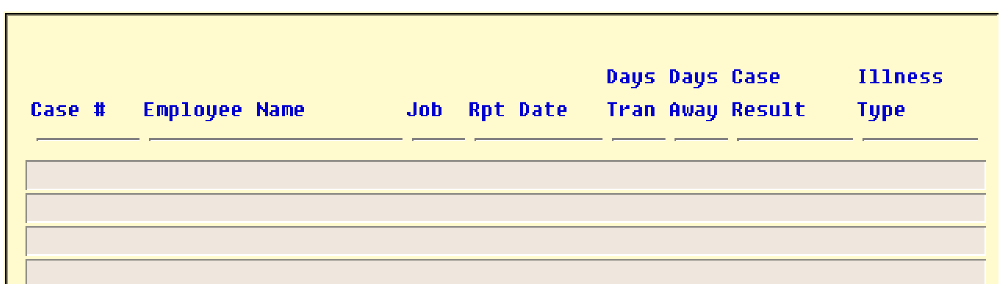


Form 301 Outputs all information needed to fulfill OSHA Form 301 requirements. When selected, 2 options appear:

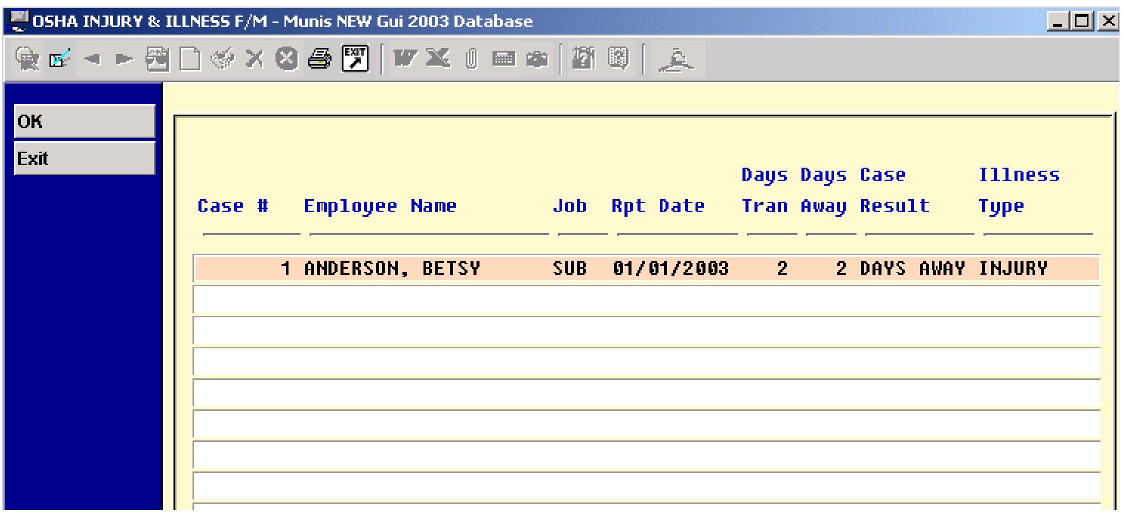


The forms must be kept on file for 5 years. The report prints one page per employee. A version of this report must be provided to the Unions. Therefore, only the case information appears, not the name or physician information.

Log Displays the *Find* set from the OSHA FORM 300 format. The log screen can be accessed even if an active set (from the main screen) is not available. If an active set is available, those records are pulled from the active set into the log. If an active set is not available, every record is pulled into the log. The report prints in the order of date (injury), case and employee number. **Note:** The date on the report is the injury date and not the reporting date. The report has all information required for the OSHA 300 report (please refer to OSHA documentation). When *Log* is selected, the following screen appears.



OSHA Form 300 Log Format (pmoshlog):
This new program works in conjunction with OSHA Injury/Illness F/M and produces the information for Form 300. Records created in OSHA Injury/Illness are displayed in the *Browse* menu if the "Report Date" year is the current year. If no records were created previously, the OSHA Form 300 Log program automatically opens to OSHA Injury/Illness allowing for the record to be created. *Output* the record for the report to display in OSHA Form 300 "Log" format.

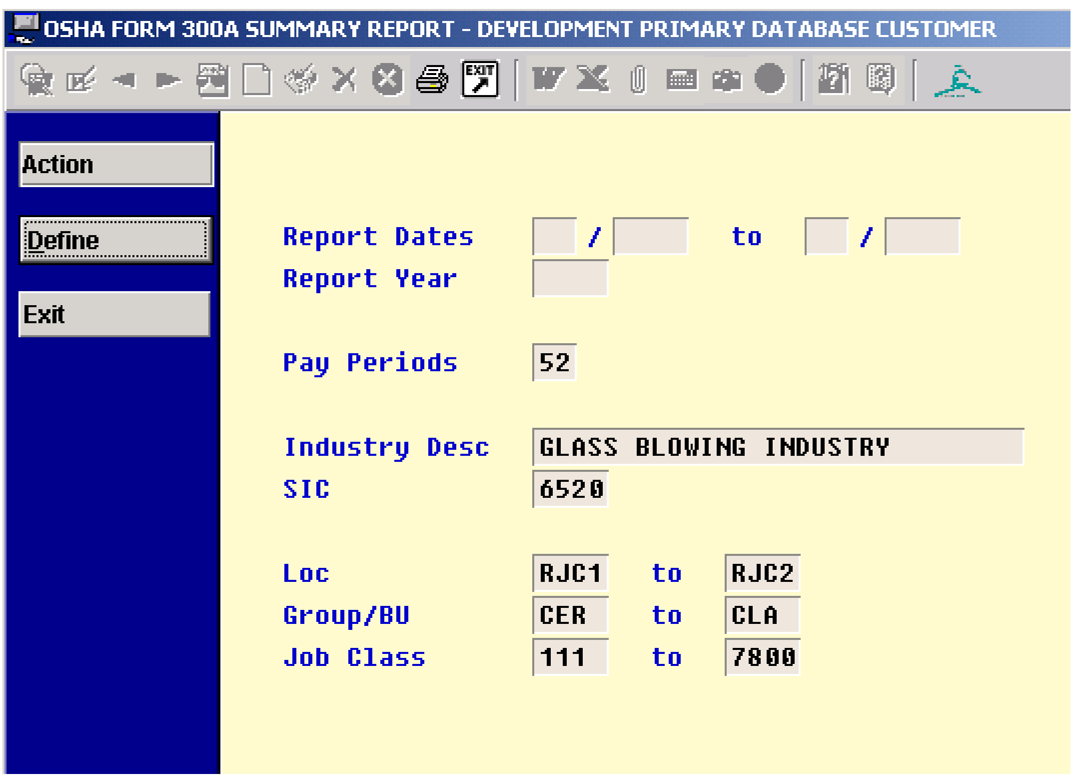


mn43226 – New OSHA program added for Form 300A

Overview: The new OSHA programs are used to maintain, report and log employee injury/illness occurrences. Full details of the incident must be reported to the OSHA officer within 4 hours after speaking with the employee. Employees and representatives (Union officials) may review incident reports and all injury/illness information. The employee names are kept confidential.

OSHA Form 300A Summary Report (pmossmrp)

This new program produces a report, which OSHA mandates must be posted from February 1st through April 30th. The report is used to summarize the previous year's incidents and calculates some incident rate information.



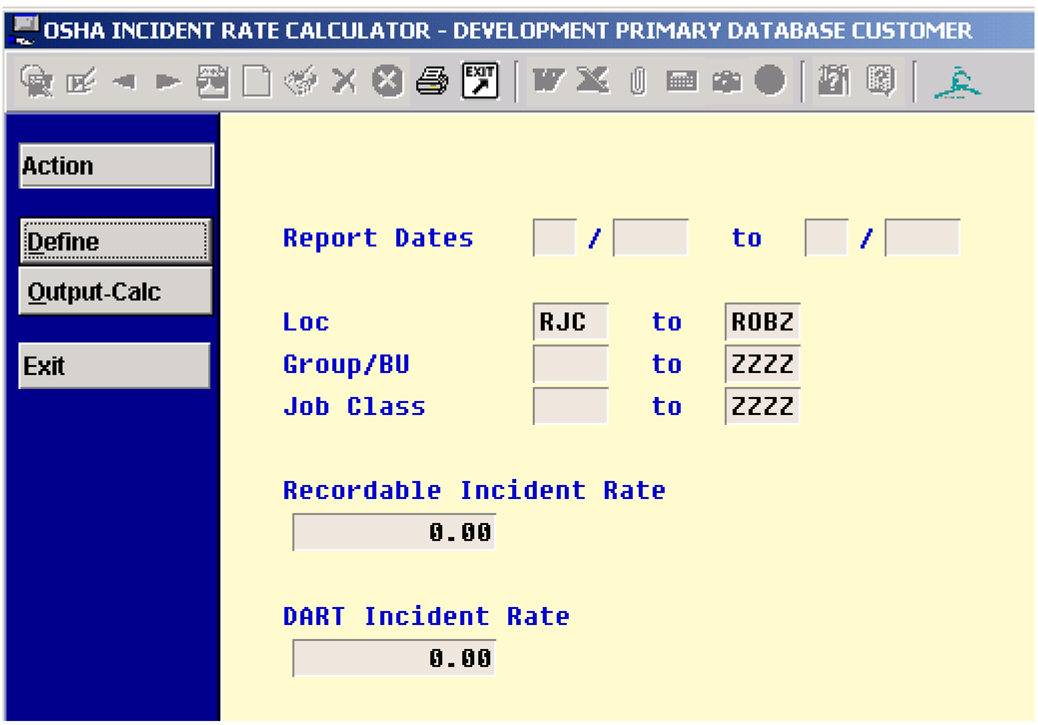
Field	Description
Report Dates	The beginning month and year to report. Required fields.
Report Year	Defaults the reporting year from the Report Dates field above. Can be altered.
Pay Periods	The number of pay periods for the year. Defaults to 52 but can be altered on the initial entry.
Industry Desc	The Standard Industry Classification (SIC) description corresponding with the SIC code below.
SIC	The Standard Industry Classification (SIC) code.
LOC, Group/BU, Job Class	The location, group/bu and job class range to be summarized (from the Employee Master).

mn43228 – New OSHA program added to calculate and print incident rates

Overview: The new OSHA programs are used to maintain, report and log employee injury/illness occurrences. Full details of the incident must be reported to the OSHA officer within 4 hours after speaking with the employee. Employees and representatives (Union officials) may review incident reports and all injury/illness information. The employee names are kept confidential.

OSHA Incident Rate Calculator (pmoscalc)

The program calculates different incident rates, which can be used in comparing against national averages. Incidents per one hundred employees and the days away from work (DART) rate are calculated using the incident and payroll data.



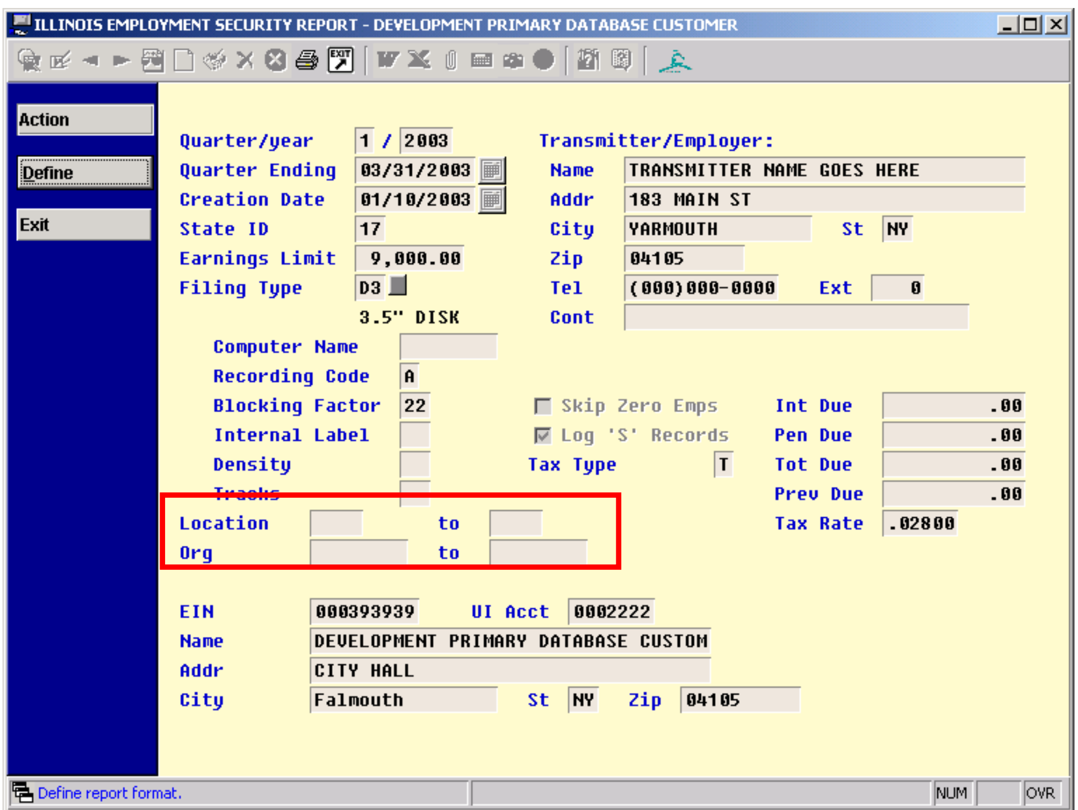
Field	Description
Report Dates	The month and year date range to report.
Loc, Group B/U, Job Class	The location, group b/u and job class range to be summarized (from the Employee Masterfile).
Recordable Incident Rate	Lists the total number of injuries and illnesses over the defined period. Please see OSHA handbook for calculation information.

DART Incident Rate	Lists all injuries and illnesses that result in days away from work or days transferred from work. Please see OSHA handbook for calculation information.

mn43288 – Loc and Org added to report

IL Employment Security Report (prilescr)

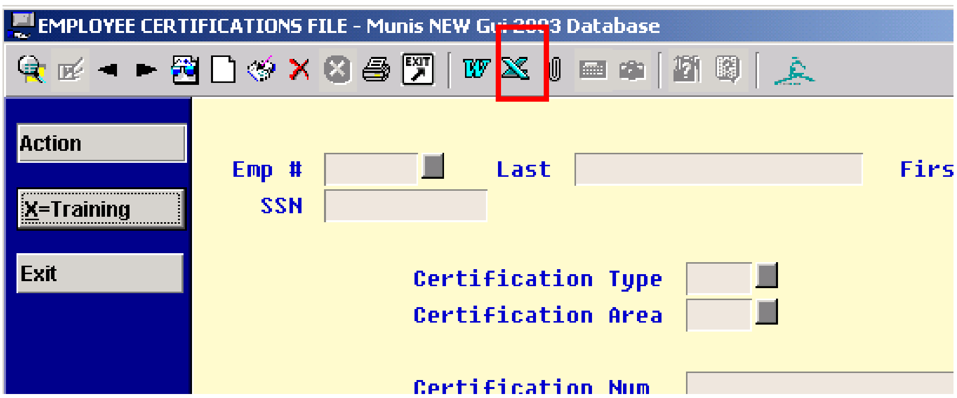
Functionality has been added to run the report/mag media using specific "Location/Org" ranges.



mn43355 – Excel functionality added to program

Employee Certification F/M (prempcer)
Employee User Defined Fld F/M (prusrdat)
Employee Evaluation F/M (prempeva)

Excel Export functionality has been added to the programs.

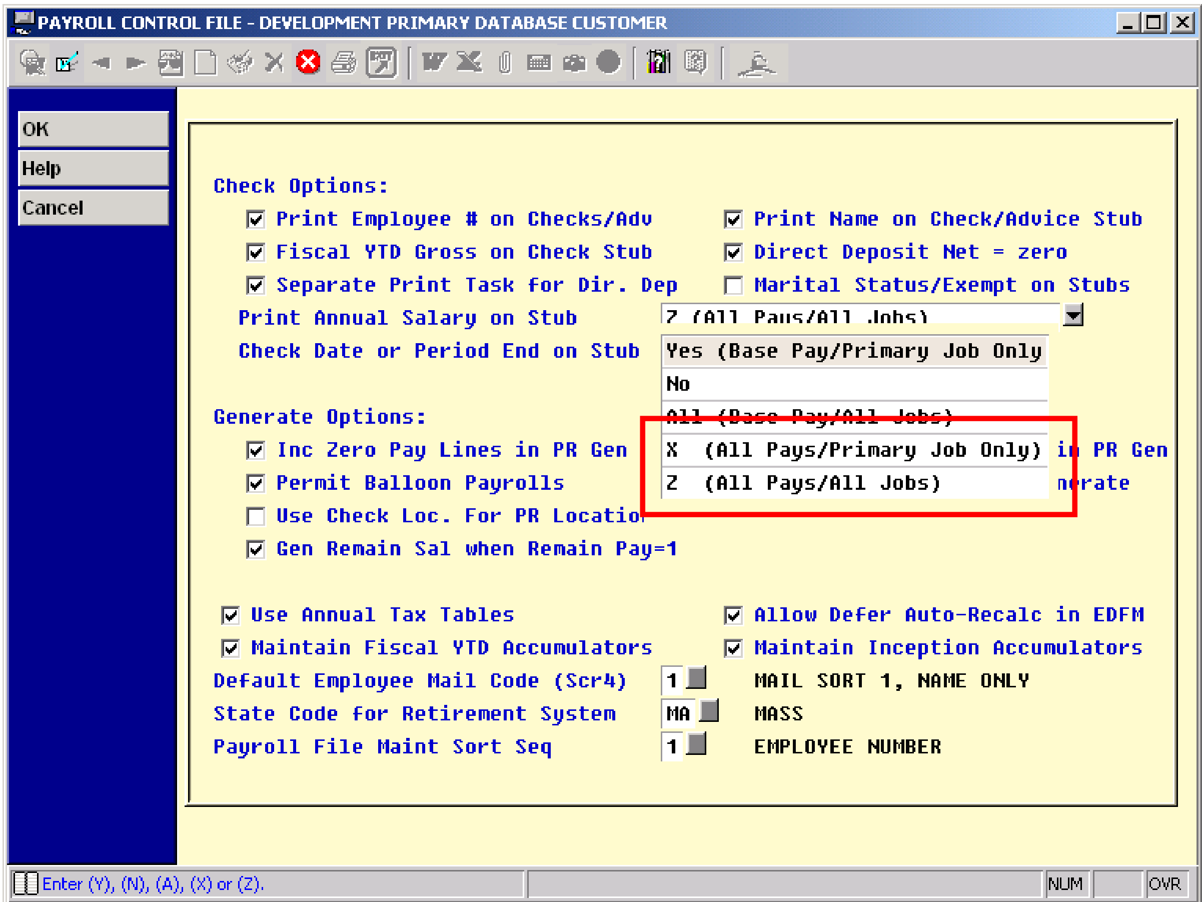


mn43454 – New option added to print annual salary on check stub

Payroll Control File / Installation Parameters (prctlfil)
Payroll Check Processing (prchecks)

Two new options have been added to the Payroll Control File in the "Print Annual Salary On Stub" field: "X (All Pays/Primary Job Only)" and "Z (All Pays/All Jobs)".

- If option "X" is selected, the employee's check (printed from Payroll Check Processing) lists the employee's annual salary including annual amounts from pays other than base pays within the employee's "Primary Job Class Only".
- If option "Z" is selected, the employee's check lists their annual salary from any Job/Salary F/M record that has an annual salary for "All Job Classes". The annual salary portion of the check stub/direct deposit advice reflects the option that has been chosen in the Payroll Control File at the time the check is printed.



mn43478 – Remaining Salary Listing now displays old accounts and pays

Remaining Salary Listing (prremrpt)

The Remaining Salary Listing (menu option 5) now displays past account information even if the Employee Job/Salary record has been changed. Some changes occur when running the report due to this enhancement:

- an employee with an Employee Job/Salary record but no Earnings History, does not appear on the report;
- any account used to pay an employee, now appears on the report (along with the account in the Employee Job/Salary record);
- accounts with no Employee Job/Salary record, display a "0" amount under the "Actual Salary" column. The "Salary Paid" amount is then subtracted from the "Actual Salary" ("0" amount) and now displays the negative amount in the "Difference" column of the report.

mn43543 – Changed end of Mag Media Report

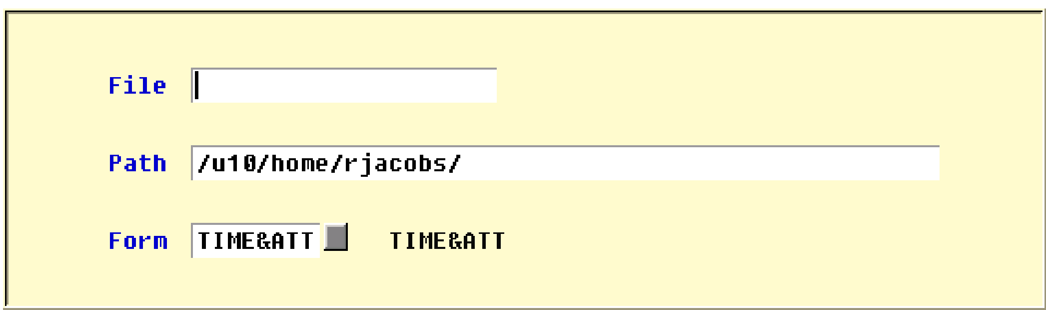
FL Retirement Report/Mag Media (prflaret)

Increased the character space in the detail mag media record to hold up to 400 characters. Previously, the detail record length held 332 characters.

mn43658 – New Time & Attendance Import process

Time & Attendance Entry (prtimatt)

The import option is used to import time and attendance data from an ASCII file. When selecting *Import*, a new popup screen appears. If the “Form” field is left blank, the function works as it did previously. If the “Form” field is populated, the process now loads all of the records from the file and path names defined using the new format.



Field	Description
File	Required field. The file to be imported in Time & Attendance Entry.
Path	Required field. The file path for the import file.
Form	If left blank, the original import process is used. Otherwise the form defined is used as a template for importing data.

New formats can be created using the new *Y=Forms* side menu option. Select to edit or add forms to Forms Definition F/M.

Process	ID	Description	User Mod
prtimatt	BASEFORM	Time & Attendance Base	N
prtimatt	BLNKTEST	BLANK TEST	Y
prtimatt	ROSS	ROSS' T&A TEST FORM	Y
prtimatt	TIME&ATT	TIME AND ATTENDANCE IMP	Y

mn43713 – Workflow "Approvals" added to program

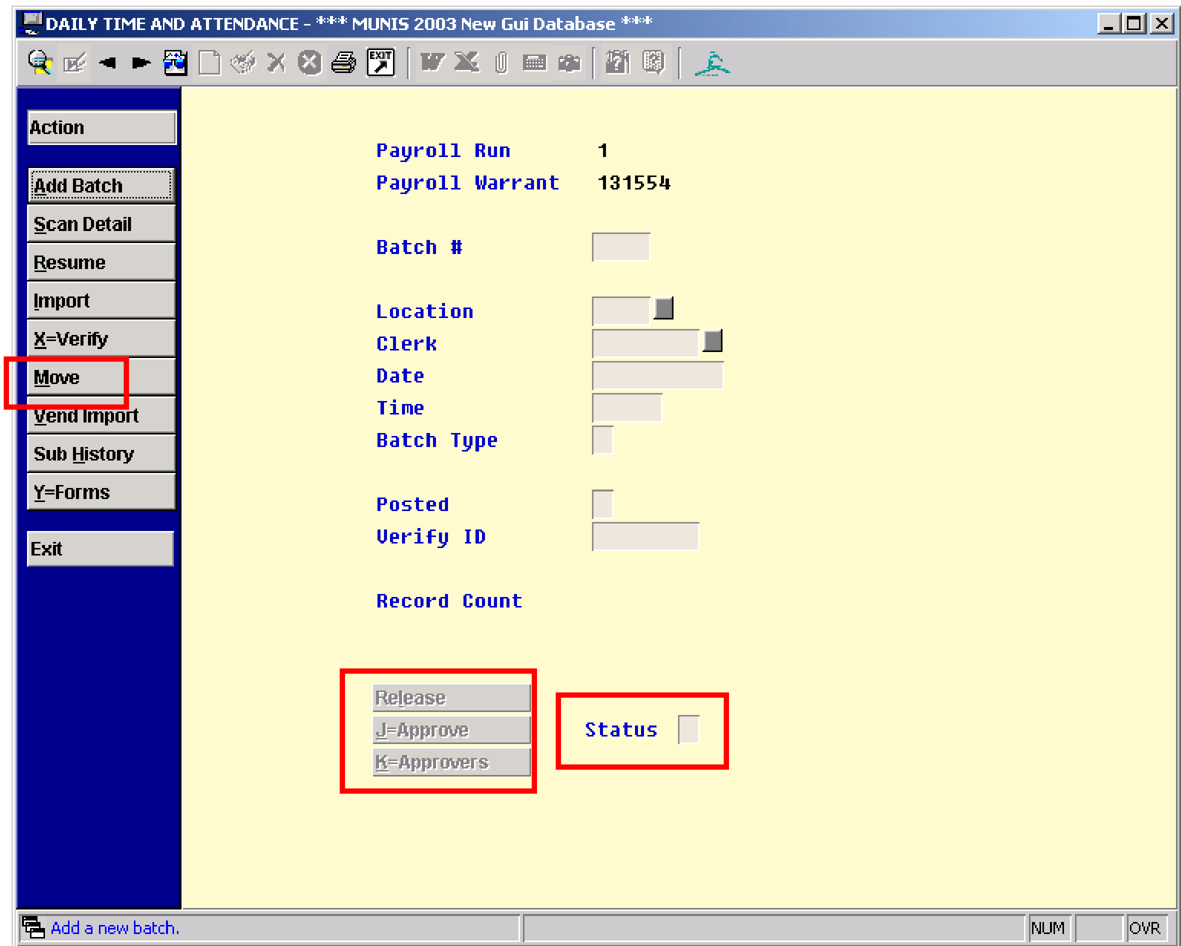
Time/Attendance Entry (prtimatt)
Generate Earnings/Deductions (prgenddp)

Time/Attendance Entry (prtimatt):

- Workflow functionality has been added to the program. After a Daily Time /Attendance batch has been added and is ready for approval, select "Release" to release the batch to the "Approver(s)". A notification is sent to the "Approver" by email or messenger with specific information relating to the batch. Each Approver then verifies the batch, and selects "Approve". The "Approvers" option displays the current state of the approval process.
- When Workflow is **not** used in the program, the *X=Verify* (previously listed as *X=Approve*) side menu option should be used for approving batches for posting. The "Approved ID" field has been renamed as "Verify ID".
- Three new Workflow buttons have been added to the bottom of the screen:
  Release - "Release for approval"
  Approve - "Approve/Deny Action"
  Approvers - "Other approvers"
- A new field, "Status" of the approval, displays the following values:
  "N" -- Pending Approval
  "Y" -- Approved
  "X" -- In Progress

Generate Earnings/Deductions (prgenddp):

- This program is called when the *Move* option is selected in Time/Attendance Entry. If Workflow is used in this program, only batches that are Approved ("Status" flag "Y" in Time/Attendance Entry) for that payroll run and warrant are included in the Generate. Once the Generate is done (select *Execute*), then the "Posted" field in Time/Attendance Entry updates to "Y"es (for posted batch).

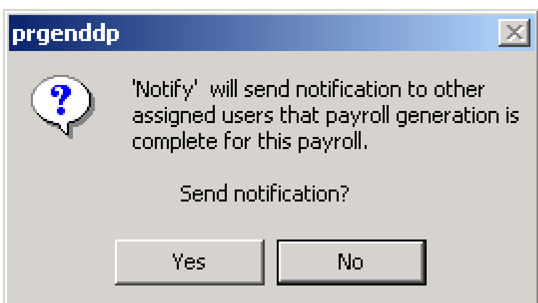


mn43714 – Notification added to Pay Processing

Generate Earnings/Deductions (prgenddp)
Employee Update (prempupd)
Check Register (prchecks)
Post Projection Data to Budget (pjbuddet)
G/L Distribution Journal/Upd (prjournl)
Direct Deposit Register/Media (pradvreg)

Generate Earnings/Deductions (prgenddp):

- A *Notify* side menu option has been added to the program for Workflow functionality. When all batches have been generated, the *Notify* option may be selected. A text box appears (as listed below) stating that notification will be sent to other assigned users and then asks to send notifications. When "Yes" is selected, notifications are sent to the MUNIS Inbox or E-mail, depending on the Workflow Business Rules set up for this functionality.



Employee Update (prempupd):

- If an Employee Update is completed, a notification is automatically sent per established Business Rules in Workflow. If a *Reversal* is run in the program and then *Update* is run again, a notification is sent once again. If an error occurs in the *Update* process, an Error notification is sent rather than the Update notification.

Check Register (prchecks):

- A notification is sent when a check is printed for Payroll Checks, Payroll Advices, Vendor Checks or Vendor Advices. The notification message may vary depending on the check process used but the general message is: "Checks printed for Warrant xxxx Type xxxx". **Note:** When printing the checks, a notification is sent only when the Print option is used from *Output*. A notification is not sent on reprinted checks.

Post Projection Data to Budget (pjbuddet):

- When the budget details are posted, a notification is sent.

G/L Distribution Journal/Upd (prjournl):

- When the journal is posted to the General Ledger, a notification is sent.

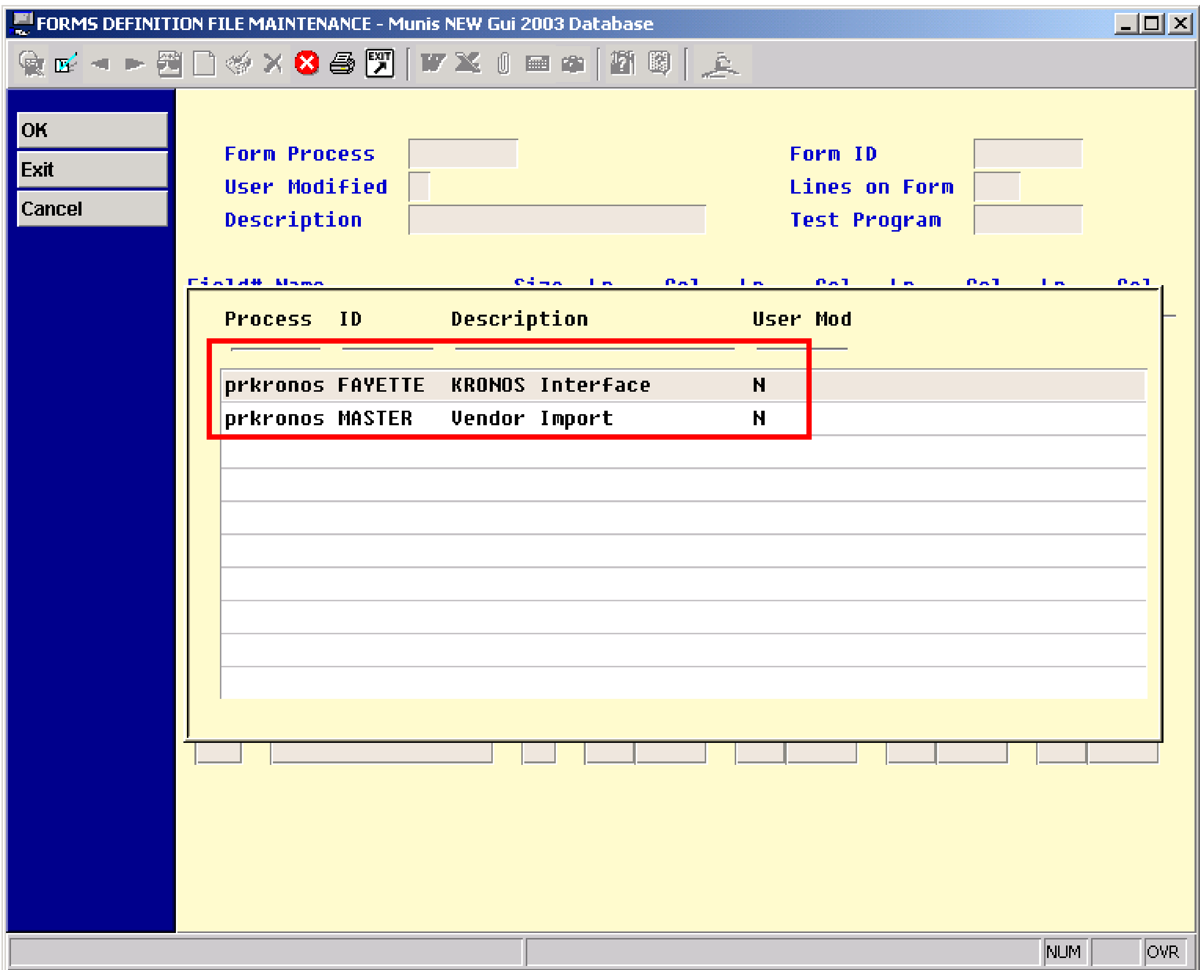
Direct Deposit Register/Media (pradvreg):

- Notifications are sent only when Employee Advices and Vendor Advices are generated.

mn43747 – New side menu option in Kronos

Vendor Import F/M (krkronos)

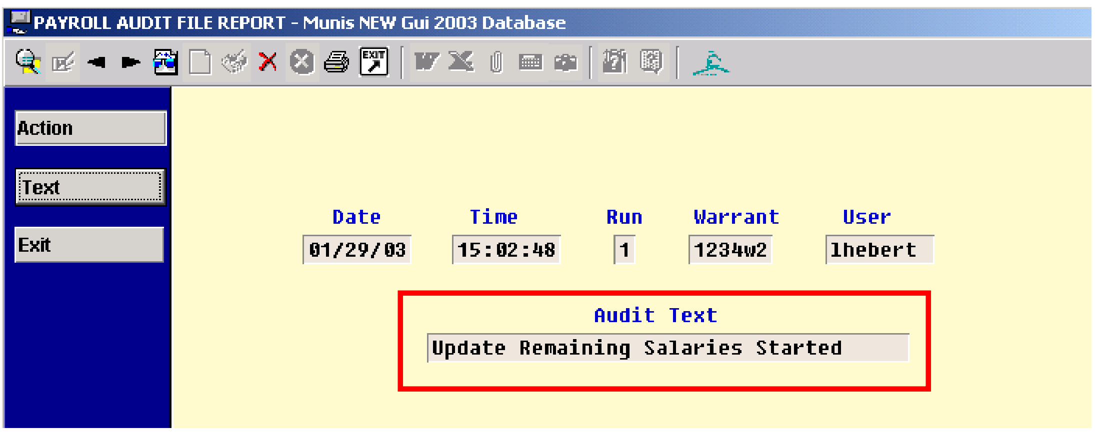
A new *Forms* side menu option has been added to the main screen. The new option calls the Forms Definition F/M program automatically and displays all forms associated with Kronos.



mn43776 – Text added to Global Audit Payroll

Update Remaining Salaries (prencupd)
Global Audit Function (praudfil)

Modified the program to include an audit record in GLOBAL AUDIT FUNCTION (located in PR System Admin Menu of the Auxiliary Programs). The "Audit Text" field now displays "Update Remaining Salaries Started" or "Update Remaining Salaries Complete" before and after processing.

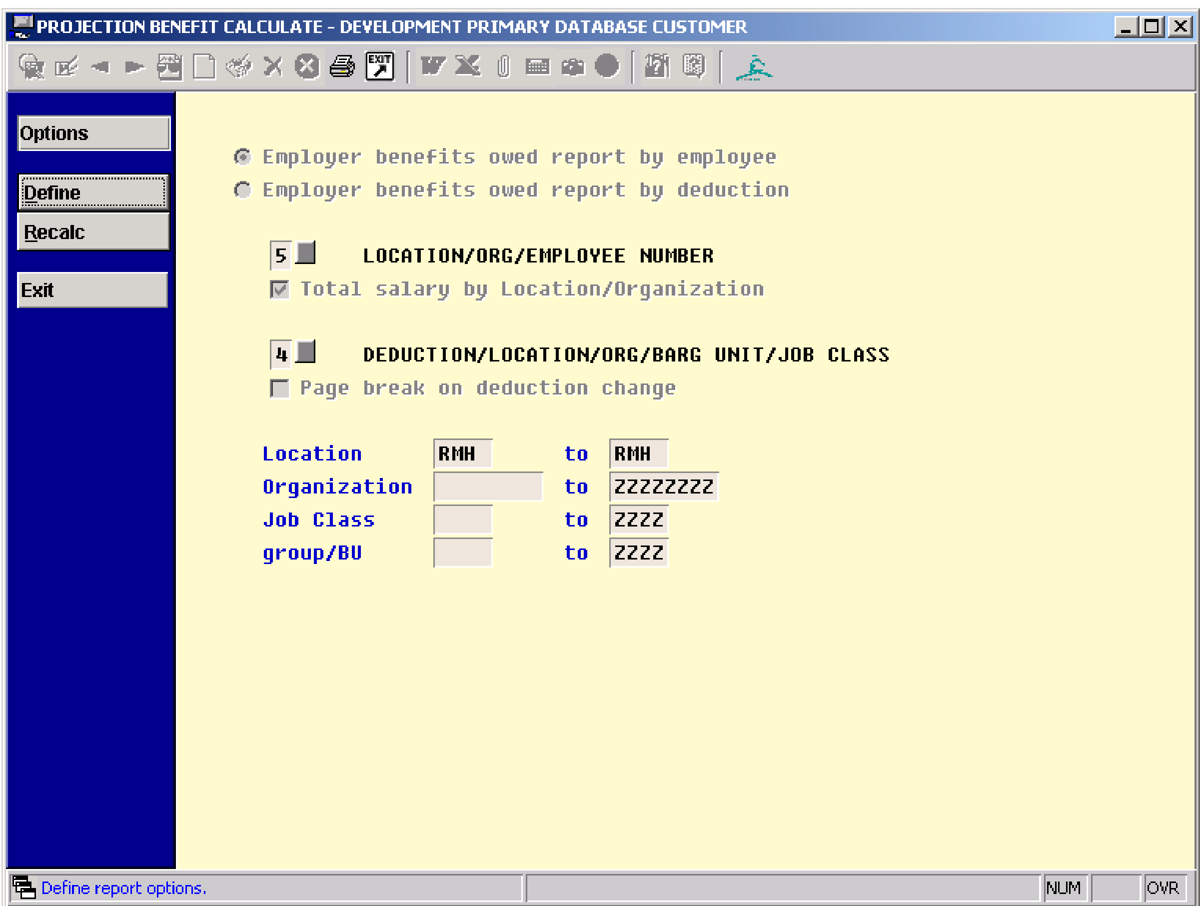


mn43818 – Enhanced screen appearance

The side menu options *A-Report* and *B-Report* have been compiled into one define screen in order to improve the pay and deduction recalculation process. The enhancements are included in the description below.

Projection Benefit Calculate (pjcalben)

- Pay records are now processed into a temporary table, breaking out any allocations to the correct Org/Obj. Using this pay table, we process deductions breaking out any deduction distributions from the pays. Though processing time has increased, the result is a more accurate report. This process occurs each time a report is defined.
- The sort options have been changed to text boxes with Help features beside the fields.
- Sort the report by Location, Organization, Job Class and Group B/U ranges.



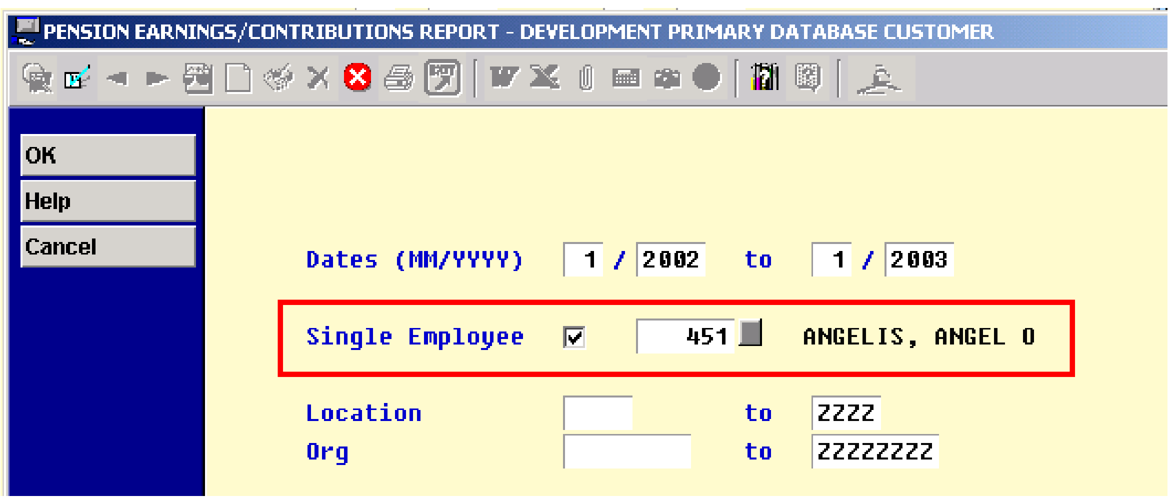
mn43853 – Include Adjustments in Pensions

Modified Pension programs to incorporate amounts from new program Pension Adjustments.

Pension Earnings/Contributions Report (pnecorpt)
Interest/Contributions Report (pnfycrpt)
Pension Service Report (pnsrvrpt)
Pension Employee Master F/M (pnempmst)
Employee Interest F/M (pnempint)

Pension Earnings/Contributions Report (pnecorpt):

- The employee's name now appears beside the employee number field when the "Single Employee" field is check marked and the employee number is entered.
- On the *Output* report, the size of the columns have increased in "Interest", "Taxable" and "Non-Taxable Contributions" to accommodate the adjustment amount from the new Pension Adjustments program.

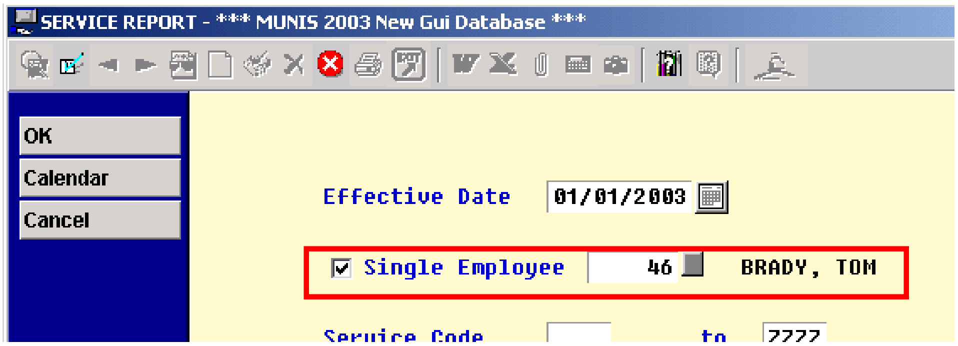


Interest/Contributions Report (pnfycrpt):

- Modified the *Output* report so that the "Prior Balance" and "Current Year Contribution" columns include amounts from the new program Pension Adjustment F/M.
- Modified program to select employees based on Group/BU range defined. Previously, the field was nonfunctional.

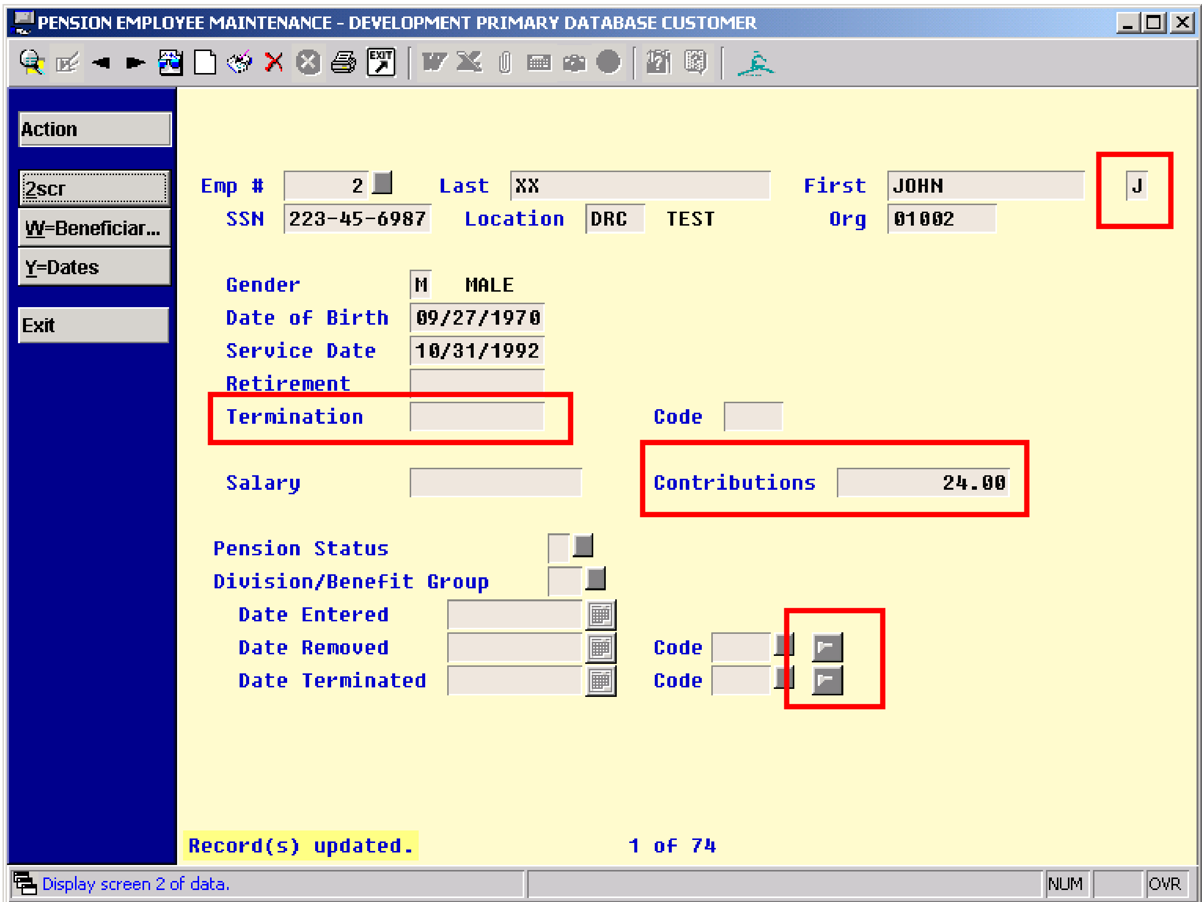
Pension Service Report (pnsrvrpt):

- The employee's name now appears beside the employee number field when the "Single Employee" field is check marked and the employee number is entered.



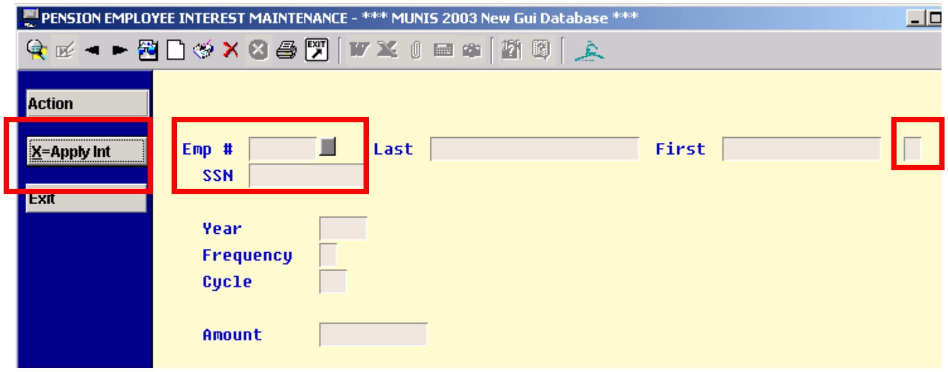
Pension Employee Master F/M (pnempmst):

- The program has a new appearance making it more organized and easier to use.
- Modified the program to now check Pension Adjustments to see if any adjustments exist for that employee. If adjustments do exist, they are combined with that employee's other contributions and displayed in the "Contributions" field of the program.
- The employee's middle initial field has been added to the program.
- The *Add* feature (can use <CTRL-T>) has been added to the Date Removed reason "Code" and Date Terminated reason "Code" fields. It is no longer required to exit the program to add Payroll Miscellaneous Codes.
- Previously, when a *Find* was done in the program, the "Termination" field pulled in the employee's date of birth. The appropriate termination date now displays.



Employee Interest FM (pnempint):

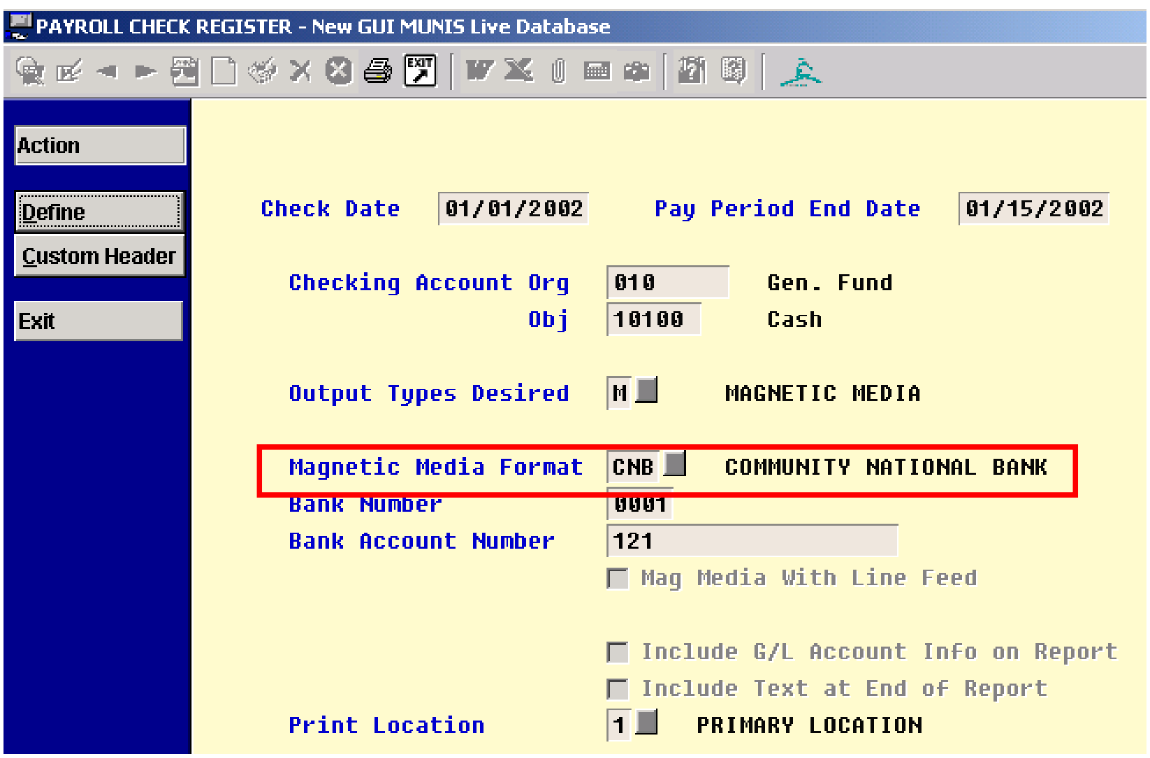
- The *X=Apply Interest* side option now functions for terminated employees that exist in the Pension Employee Master.
- The employee's middle initial has been added to the program.
- A *Find* can now be performed in the "Employee Name" and "SSN" fields.



mn43902 – Community National Bank added to Check Register

Check Register (prchkreg)

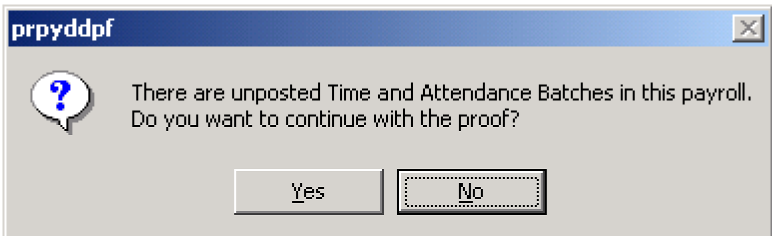
A new "Mag Media Format" option has been added in the Check Register program: "CNB" Community National Bank.



mn44015 – A warning has been added for batches not posted

Earnings/Deductions Proof (prpyddpf)

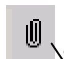
Modified the Earnings/Deductions Proof program to display a warning message before printing the final proof if any batches are not posted in Time & Attendance Entry for the payroll.

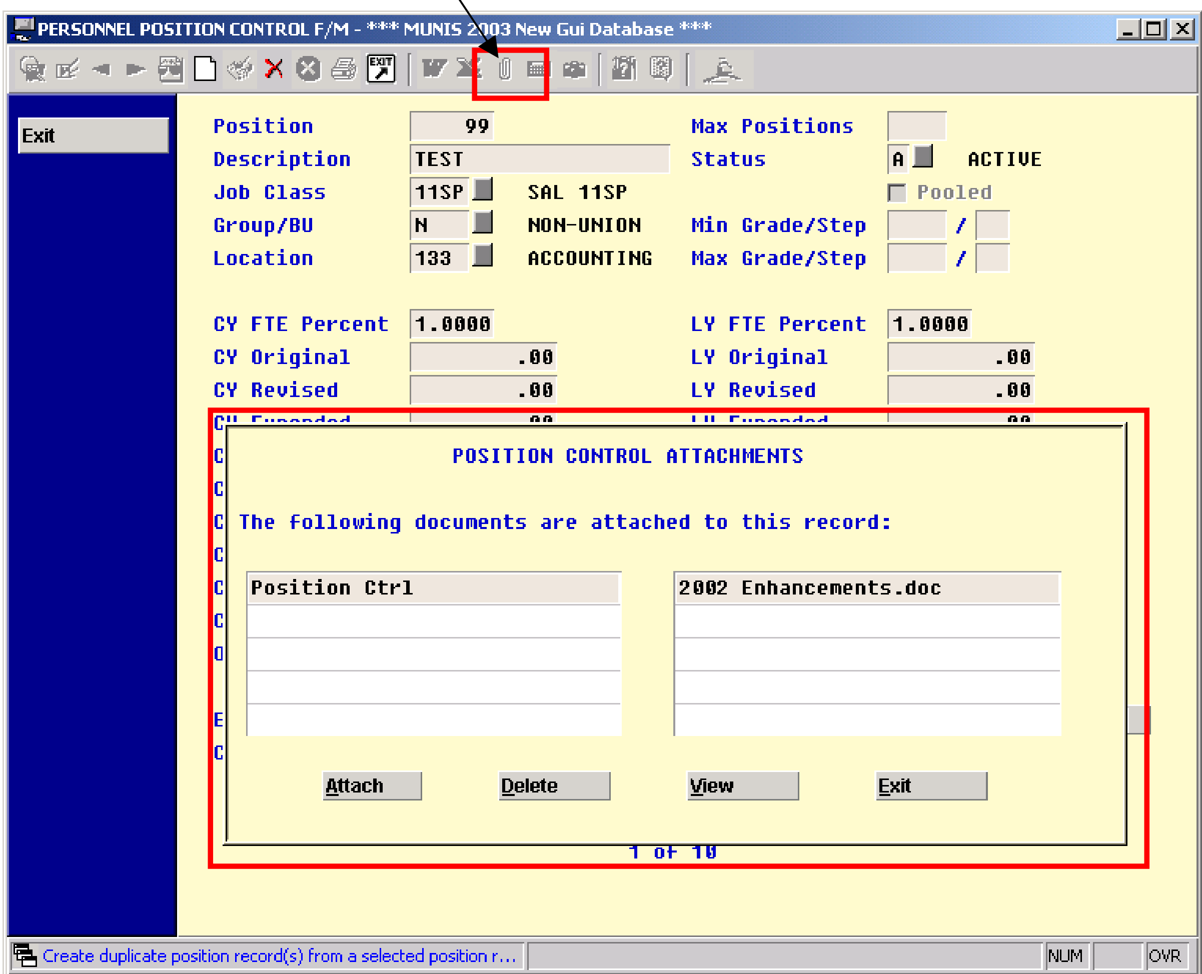


mn44016 – Attachments functionality added to program

Position Control F/M (pmposctl)

Attachments functionality has been added to the program to add general payroll documents, such as Word and Excel files associated with the record displayed.

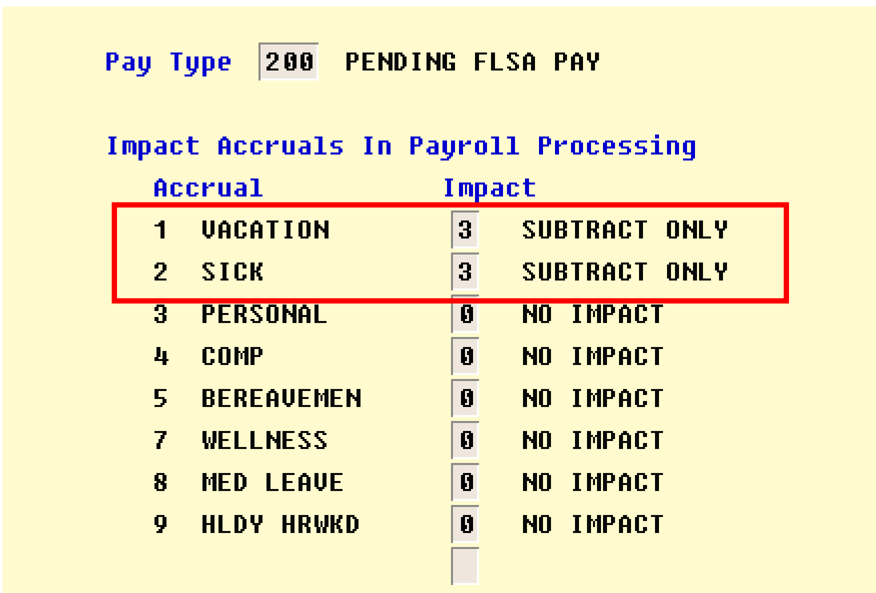
Click on the paperclip icon  on the top toolbar to activate. A popup screen displays allowing you to add, view or remove attachments.



mn44035 – Single pay subtract from two accruals

Pay Type Code F/M (prpaytyp)

Updated the program to allow a pay type to have two "Subtract Only" (type "3") Impact codes.



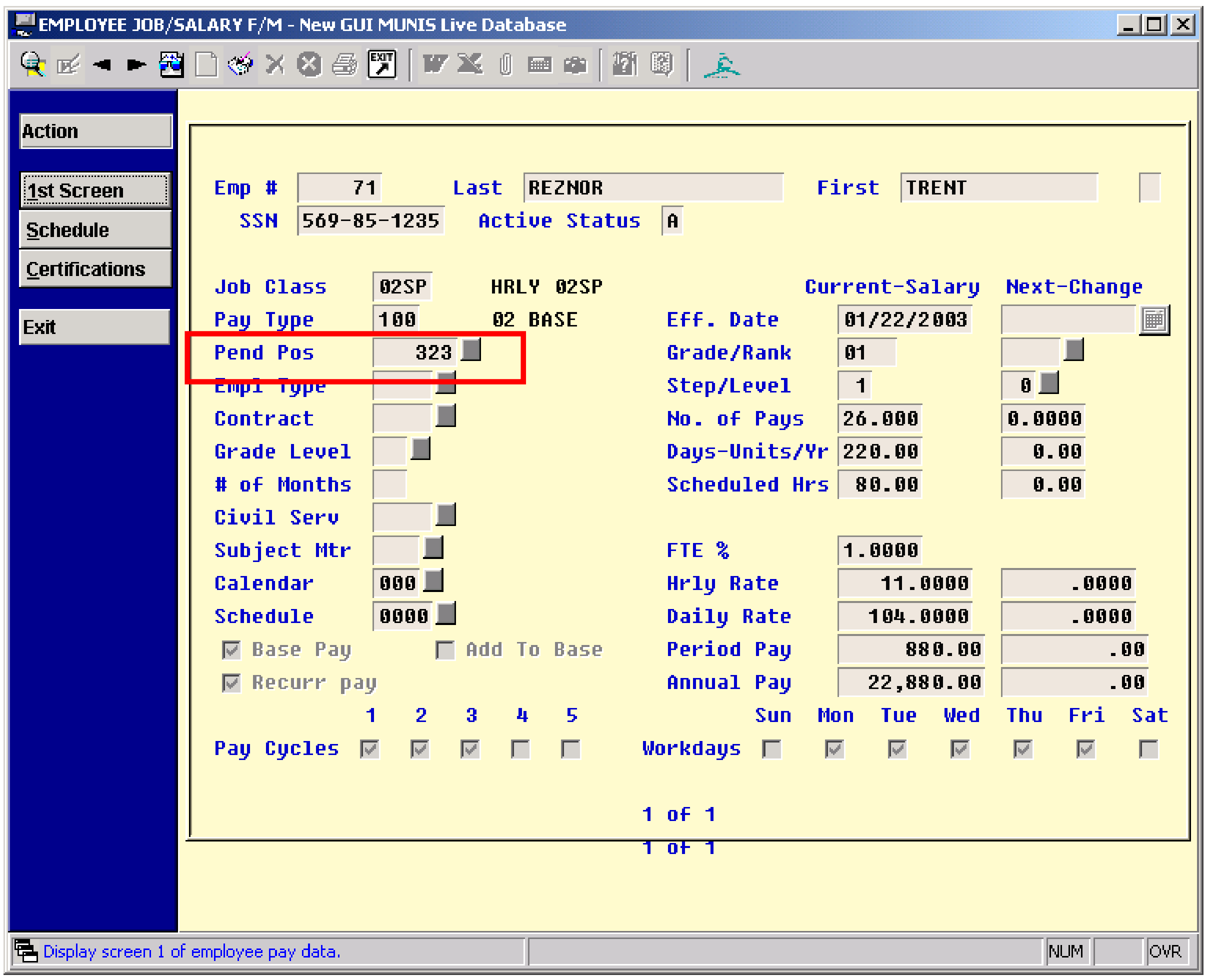
mn44055 – Pending Position Control

The program now accommodates a new status: "P"ending for the employee's Position Control.

Employee Job/Salary F/M (prempay)
Personnel Position Control F/M (pmposctl)

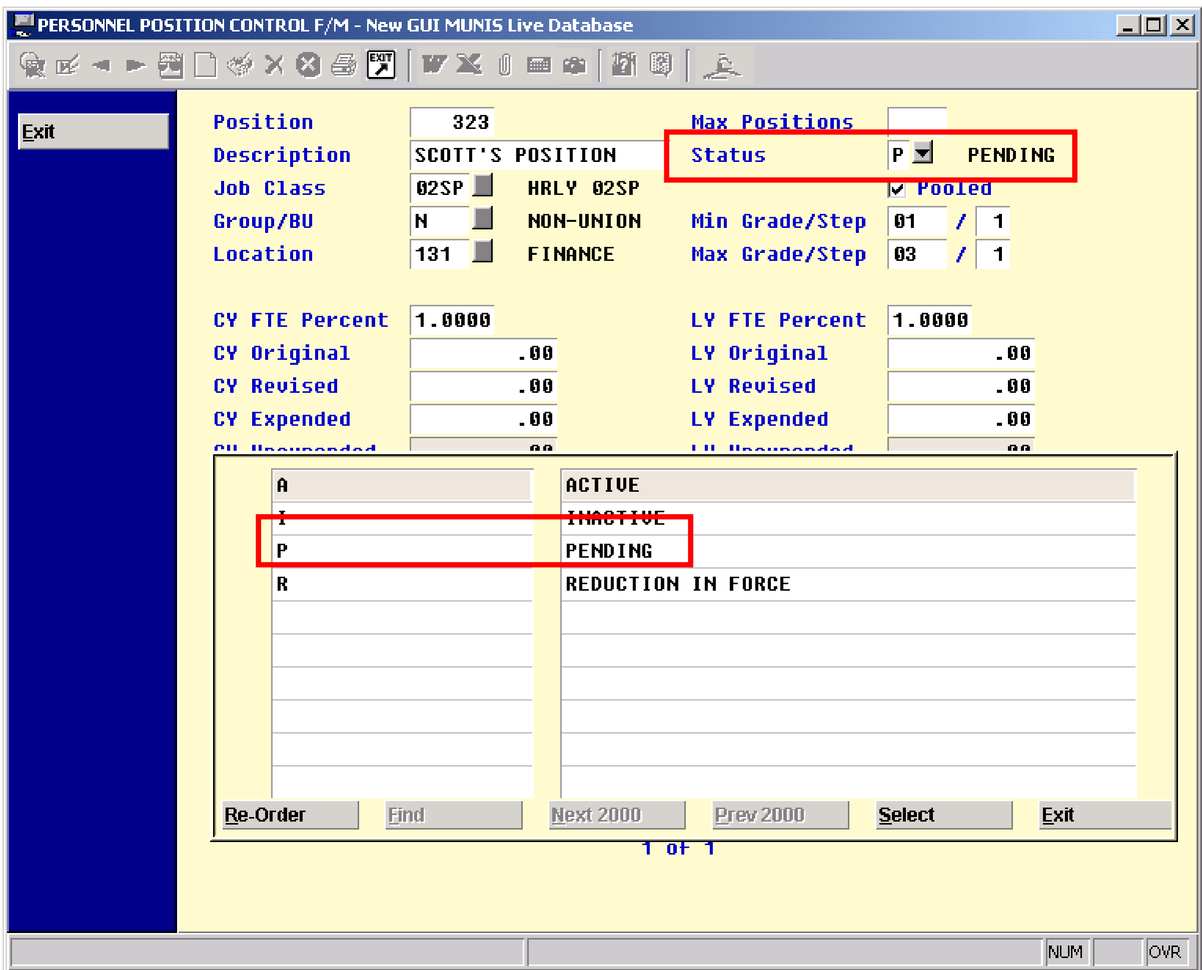
Employee Job/Salary F/M (prempay):

- A new field "Pend Pos" has been added to the 2nd *Screen* of this program. If a position is flagged in Position Control F/M as "P"ending, the *Output* from Position Control pulls this field, instead of the Position field from the 1st *Screen*. If this field is not defined and the Position is "P"ending, the report displays "Pending Vacant".



Personnel Position Control F/M (pmposctl):

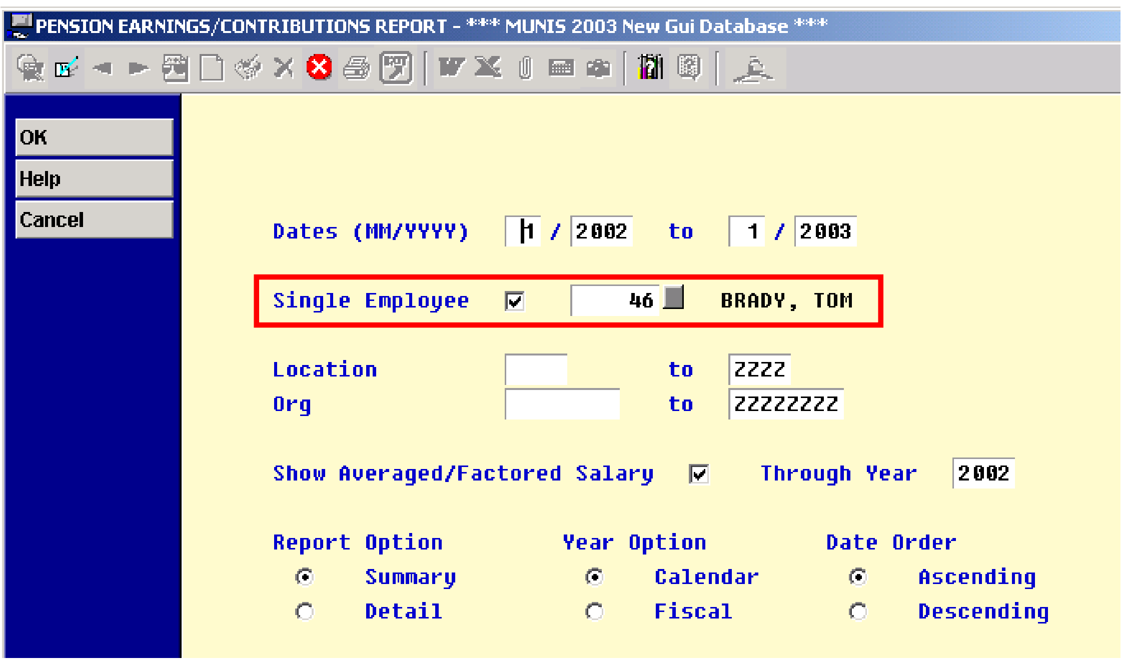
- The program now accommodates a new status, "P"ending. If a new position is set up with a status of "P"ending in Personnel Position Control, the system now queries the new field in Employee Job/Salary F/M for employees with that pending position. If an employee is found with a pending position in Employee Job/Salary F/M, the employee is listed on the Position Control report for that position. If no employees are found in Employee Job/Salary F/M with "Pend Pos" defined, the employee's position has "Pending Vacant" listed on the report (similar to the way employee names or "Vacant" was previously reported for non-pending positions).



mn44084 – Increased the size of the Interest column on the report

Pension Earnings/Contributions Report (pnecorpt)

- The employee's name now appears beside the employee number field when the "Single Employee" field is check-marked and the employee number is entered.
- On the *Output* report, the size of the "Interest" column has been increased to accommodate the adjustment amount from the new Pension Adjustments program.
- Modified the report to display the interest amounts earned by an employee, regardless if they contributed to their retirement plan in the defined report period.



mn44096 – All Pay Types to tracking days worked

Pay Type Code F/M (prpaytyp)
Job Class Code F/M (prjobcls)
Generate Earnings/Deductions (prgenddp)

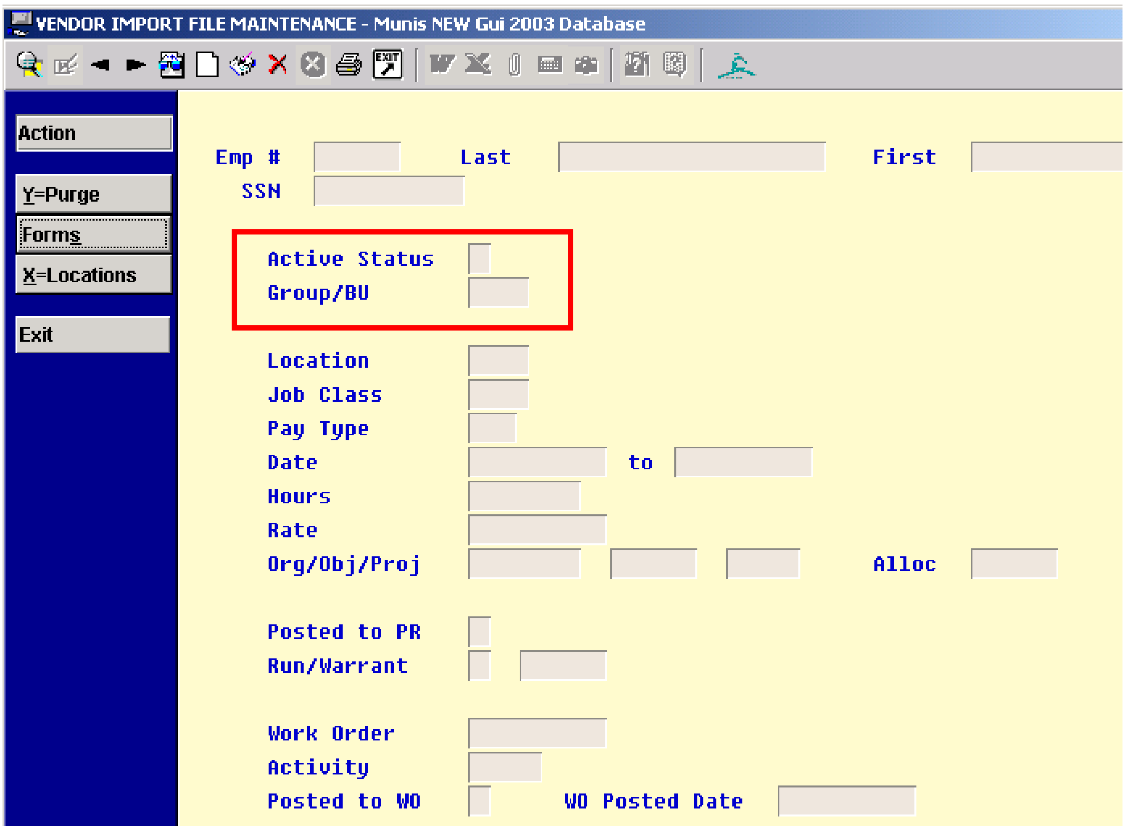
It is now possible to track days worked for all pay type codes. Previously, only base pay types could be tracked for days worked. To activate the system to track days worked using a specific pay type, 3 functions must be activated in MUNIS:

- in Pay Type Code F/M, the "Unit of Measure" field must be set to "D";
- in Job Class Code F/M, the "Days Worked" field must be check marked;
- in Generate Earnings/Deductions, the "Increase Days Worked in this Payroll" field must be check marked prior to the Generate.

mn44203 – New fields added to Kronos program

Vendor Import F/M (krkronos)

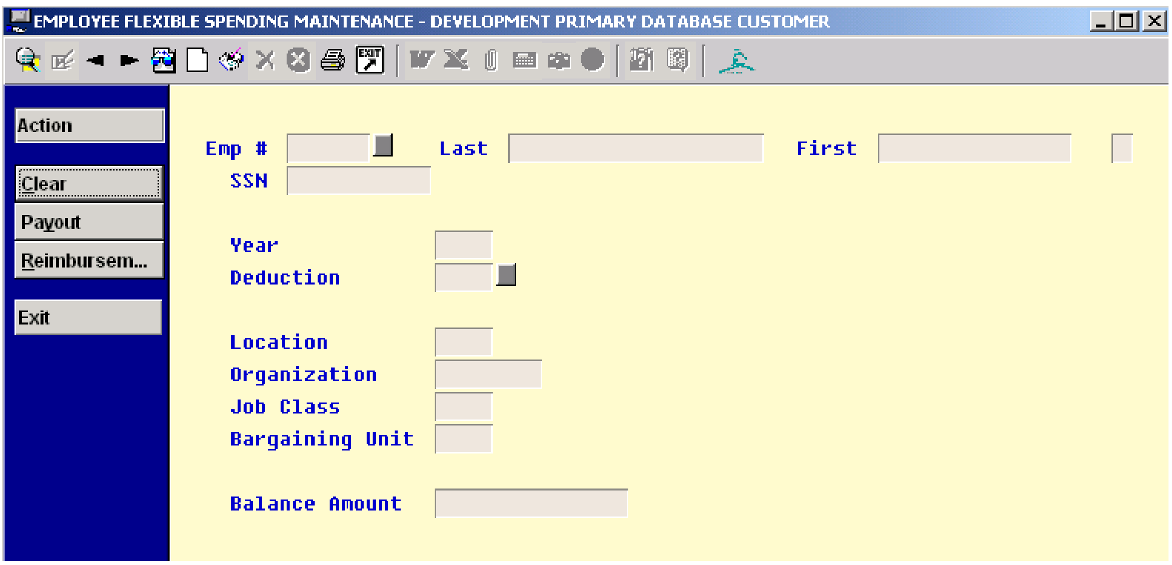
Two new fields have been added to the main screen – “Active Status” and “Group/BU”. The new fields cannot be updated; they have been created for *Find* purposes only.



mn44336 – New program added to Employee Maintenance/Reports

Employee Flexible Spending F/M (prflxspn)

This new program maintains the employee's flexible spending amounts per deduction. The side menu options perform additional functions as outlined below.

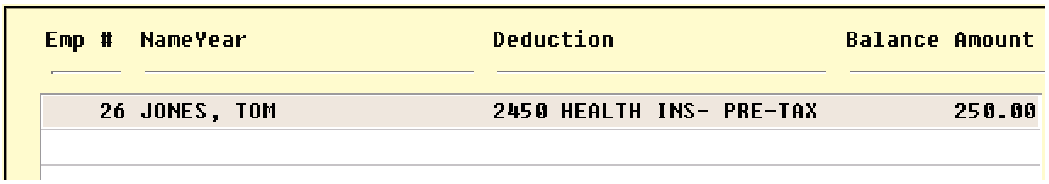


Field	Description
Emp #	When the employee number is entered, subsequent fields automatically display: Last & First Name, MI, SSN, Loc, Org, Job Class, BU.
Last, First, MI, SSN	Defaults when employee number is entered.
Deduction	The flexible spending deduction code and description beside the field. Click the Help box beside the field for a list of valid entries.
Location, Organization, Job Class, Bargaining Unit	Defaults when employee number is entered.
Balance Amount	The employee accumulated flexible spending amount.

Toolbar – Employee Flexible Spending F/M

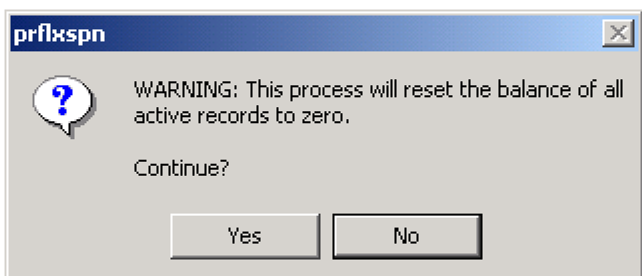
Add Use to manually create an account.

Browse Displays a *Browse* screen listing each record in the active set.

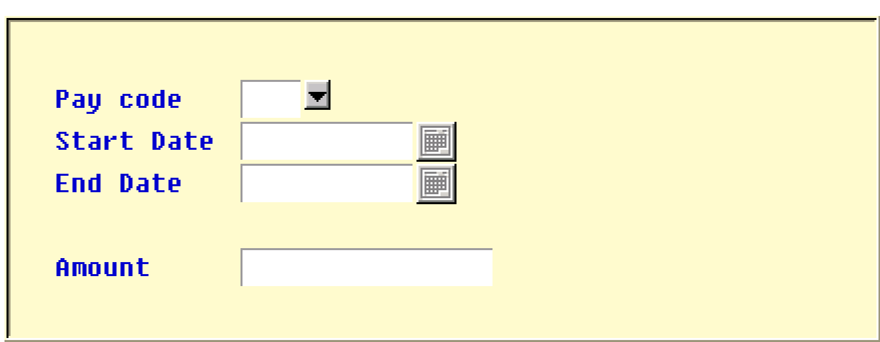


Side Menu - Employee Flexible Spending F/M

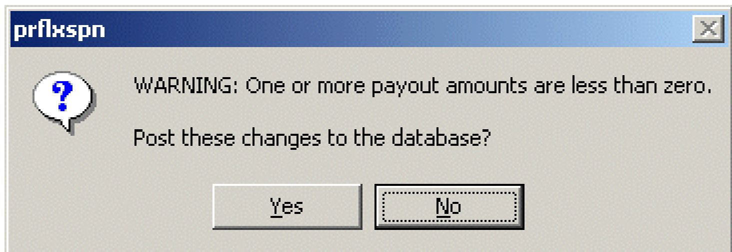
Clear Clears the flexible spending amounts for all active records. This is an end of year process that prevents accumulated amounts in accounts from being carried over to the next year. Before processing, a message box appears:



Payout Select to request a full cash payout from all active records. **Note:** It is not possible to edit the "Amount" field in the Payout screen. The full balance amount is always paid out to the employee.

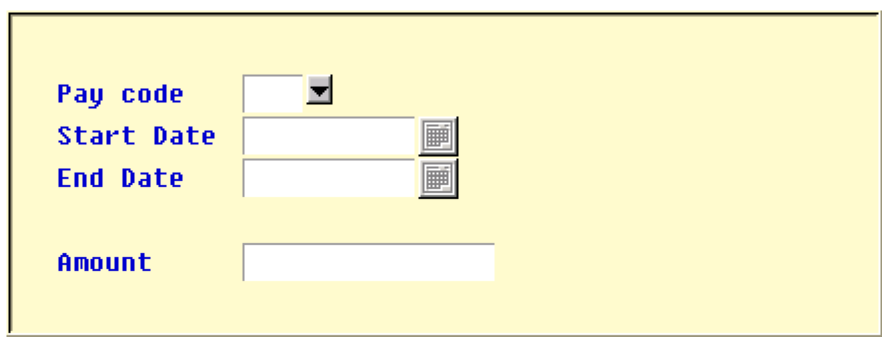


A warning displays only if the payout is a negative amount (after the proof report). If the payout has no negative amounts, only the posting question below appears:



Reimbursement

Select to request the variable amounts be reimbursed from an active record. The "Amount" field defaults the current balance but can be altered. When selected, enter the appropriate information in each field:



mn44342 – Calculation updated for Optional Life Insurance

Employee Deductions (prempded)

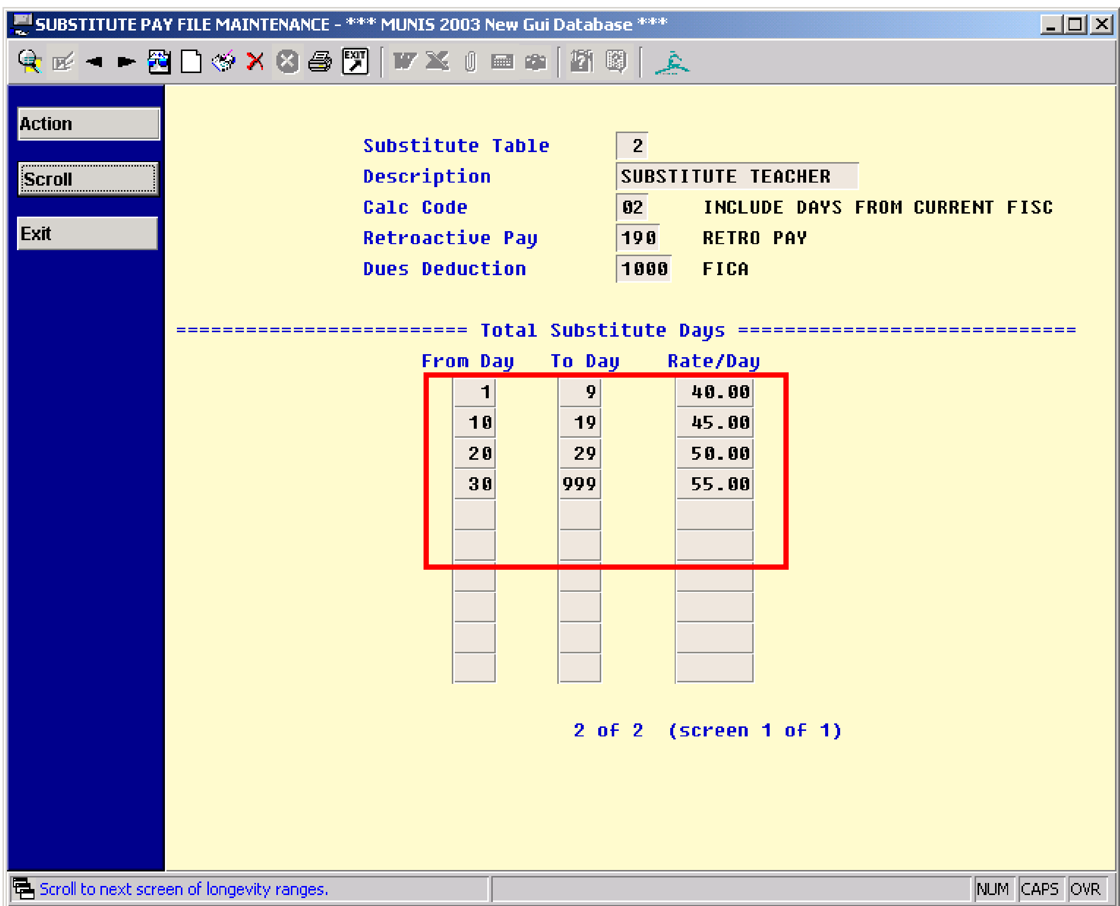
Virginia Retirement System (VRS) has modified its policy on how Optional Life Insurance premiums are calculated. Previously, both employee and spouse premiums were calculated using the "employee's" date of birth from the Employee Master F/M. Now, if the spouse elects Optional Life Insurance (deduction using calc code 24), the "spouse's" date of birth is calculated for the spouse portion of the insurance. The "spouse's" date of birth is located on the *3rd Screen* of the Employee Master F/M, under the *Dependents* side menu option.

If no birth date is listed for the spouse in the Employee Master F/M (in the *Dependents* side menu option), a warning displays in the *Opt Life Ins* option of Employee Deductions after the "Spouse Option" field is populated:

mn44407 – New method to compute substitute teacher rates

Generate Earnings/Deductions (prgenddp)

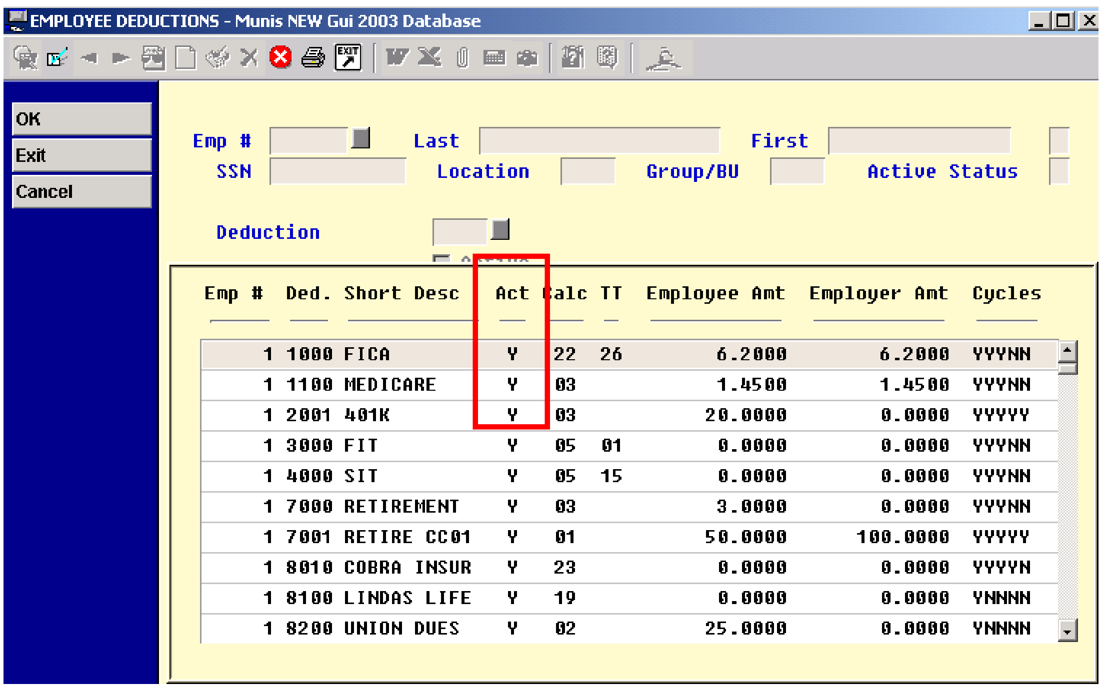
A new method has been created for computing substitute teacher pay rates. Their pay rate can now be calculated according to the pay level assigned for each specific day. For example, if a substitute worked **13 days** and the Substitute Pay table is set up to pay $40/day for working days 1 – 9, and then $45/day for working days 10 – 19, then the substitute pay would be $40 for days 1 – 9 and $45 for days 10 – 13. The specific rate is paid for the specific day listed within the rate level. If the employee is being paid with a "Retro Pay" pay type, the same calculation is used prior to this enhancement. No changes have been made for Retro Pay calculations.



mn44424 – "Act" column added to *Browse*

Employee Deductions F/M (prempded)

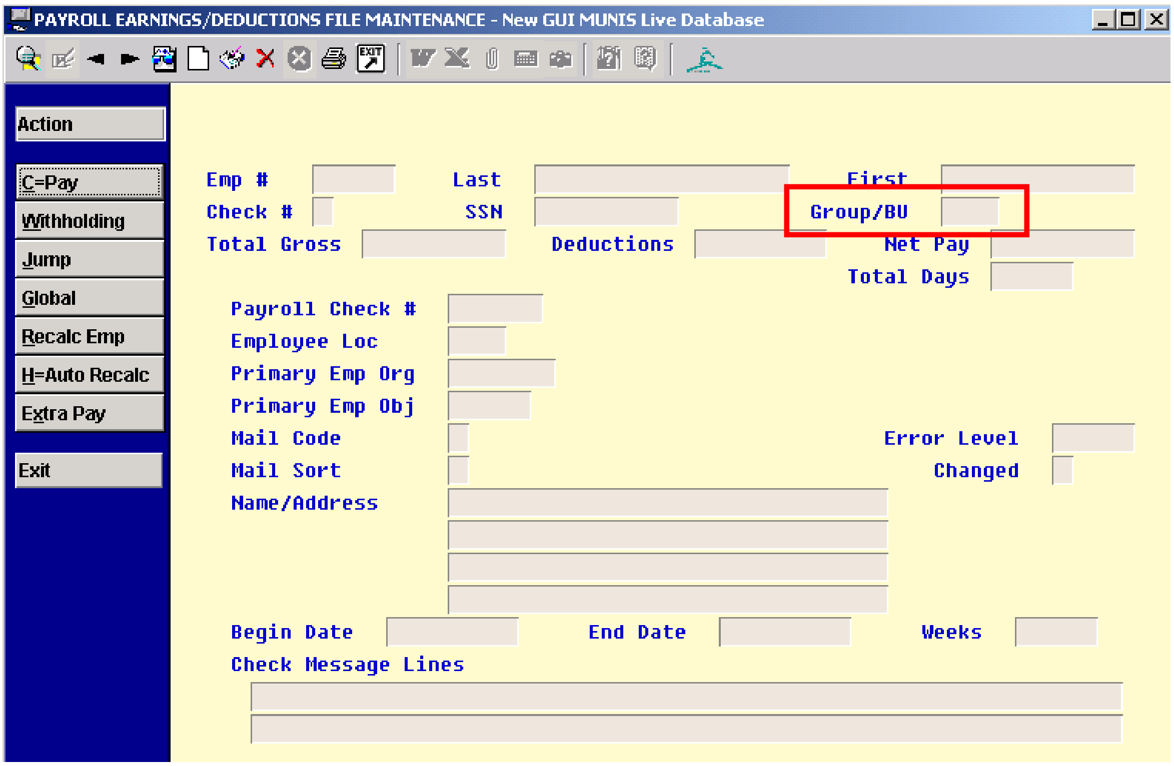
An "Act" column has been added to the *Browse* option of the program. The new column in *Browse* represents the "Active Status" for the deduction. The deduction lists "Y"es if the deduction has an active status and "N"o if the deduction is not active.



mn44425 – New Group/BU field added to program

Earnings/Deductions F/M (prpyrlfm)

A new field "Group/BU" has been added to the main screen. A *Find* can be performed using a "Group /BU".

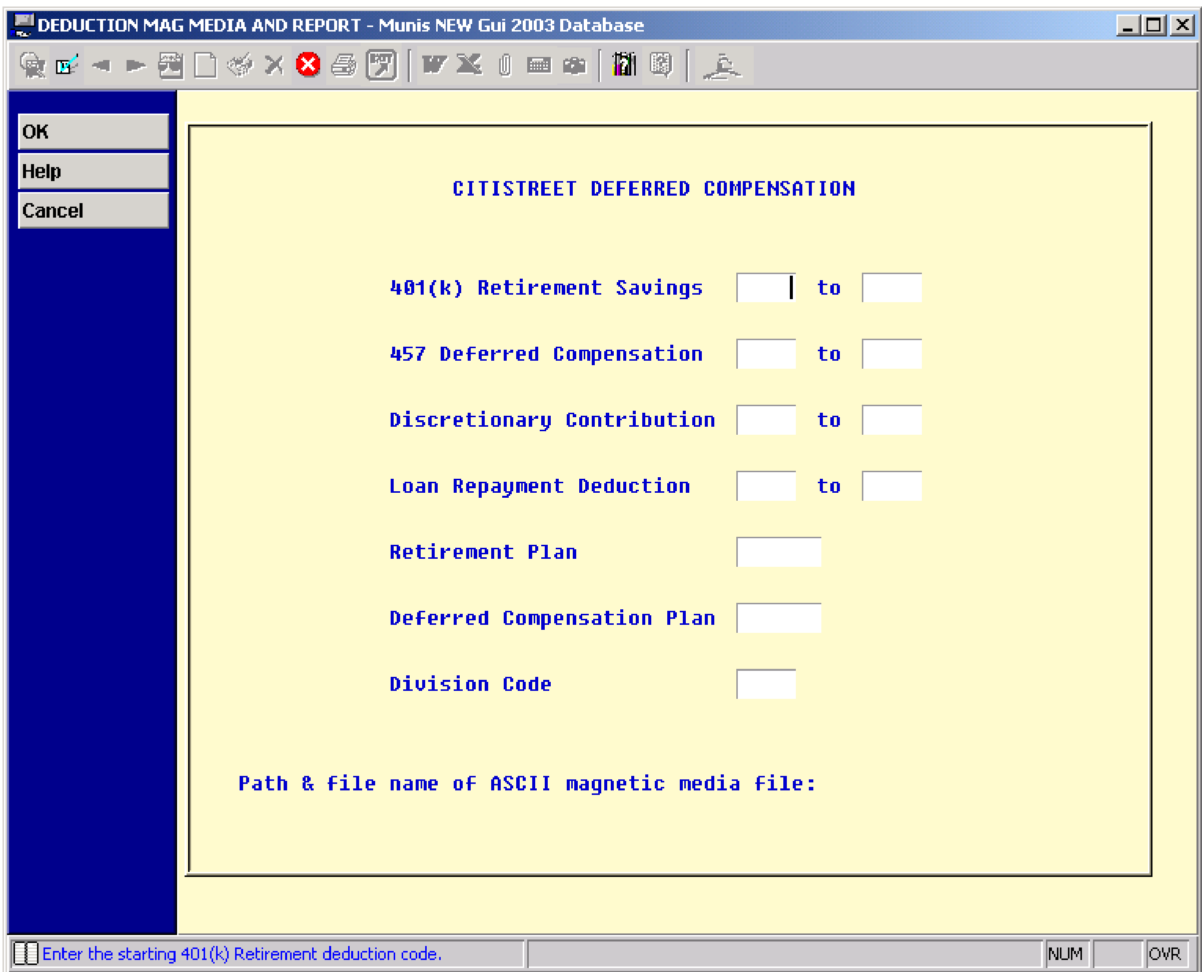


mn44456 – Citistreet Mag Media/Report

Deduction Mag Media/Reports (prcumagm)

Citistreet has been added to the Mag Media Format List for selection. The new program creates a report and mag media file for South Carolina Deferred Compensation, which is forwarded to CitiStreet.

Define the deduction ranges (401k, 457 Deferred Compensation, Discretionary Contribution and Loan Repayment) and the program searches the deduction history records for employees within those ranges for the report and mag media.

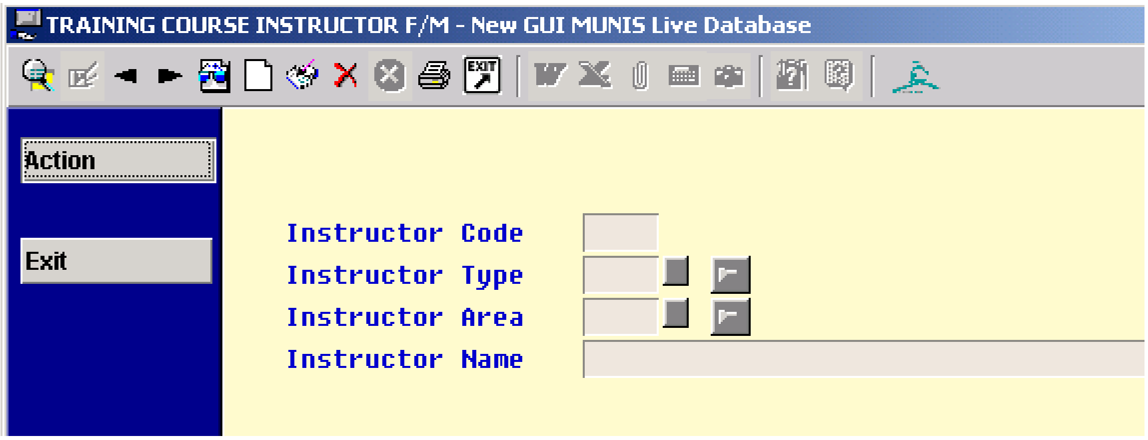


mn44520 – New program added in Personnel Processing/Employee Training

Overview: In Personnel Processing, select F) Employee Training, and then select A) Course Instructor F/M menu option to access this program.

Course Instructor F/M (pmtrnins)

This new file maintenance program lists information regarding eligible instructors.



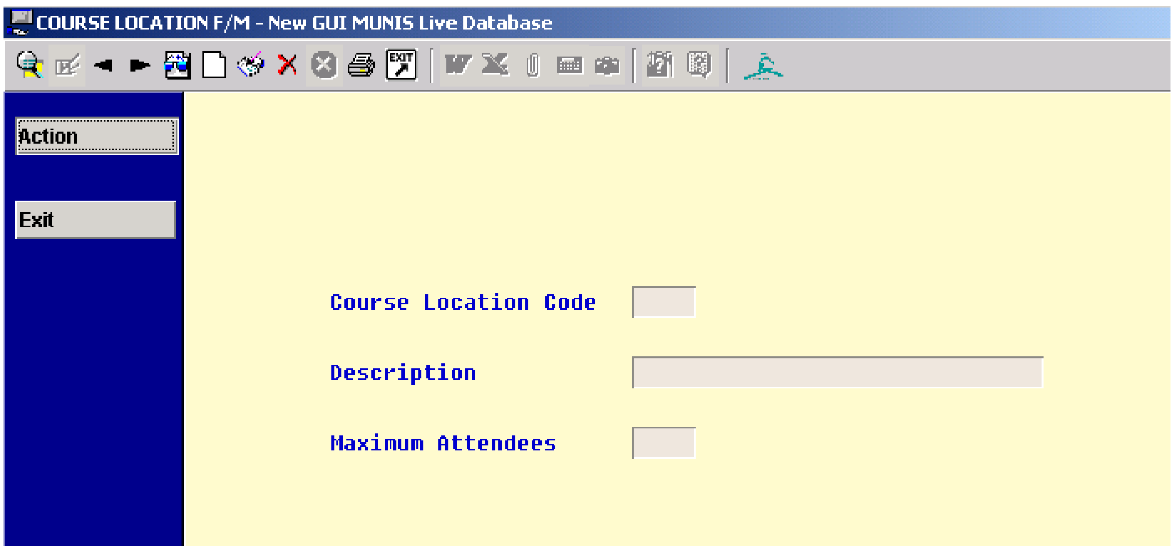
Field	Description
Instructor Code	Required field.
Instructor Type	Required field. The instructor type code. Click the Help option beside the field for a list of available options. Pulled from Miscellaneous Codes F/M.
Instructor Area	Required field. The instructor area code. Click the Help option beside the field for a list of available options. Pulled from Miscellaneous Codes F/M.
Instructor Name	Required field. The name of the instructor.

mn44522 – New program added to Personnel Processing/Employee Training

Overview: In Personnel Processing, select F) Employee Training, and then select B) Course Location F/M menu option to access this program.

Course Location F/M (pmtrnloc)

This new program maintains the Training Location codes used within the Training module. Also used to set the maximum class size.

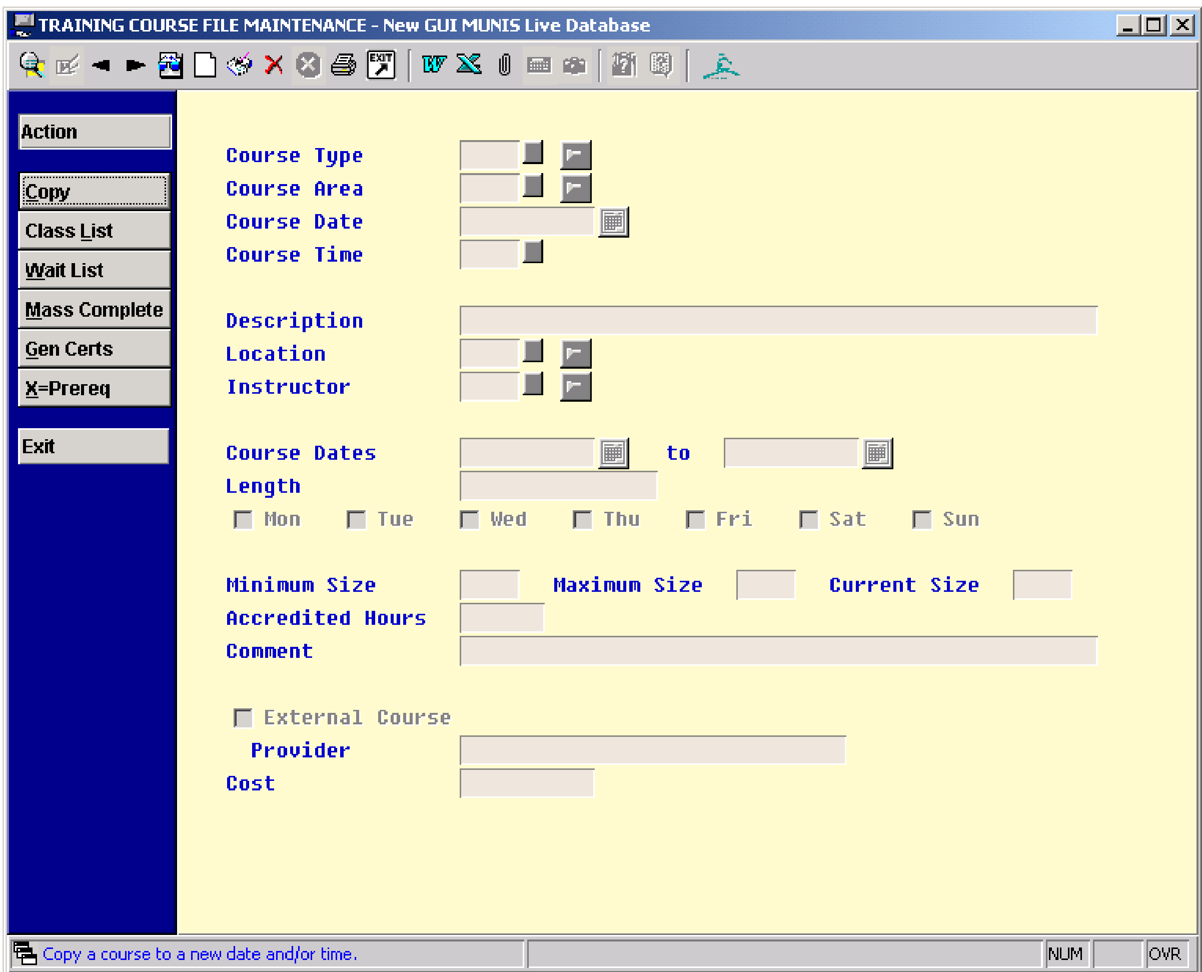


Field	Description
Course Location Code	The code that represents the physical location of the course.
Description	The description for the physical location of the course.
Maximum Attendees	The maximum number of attendees for this course location.

mn44523 – New functionality added to Training Course F/M

Training Course F/M (pmtrncrs)

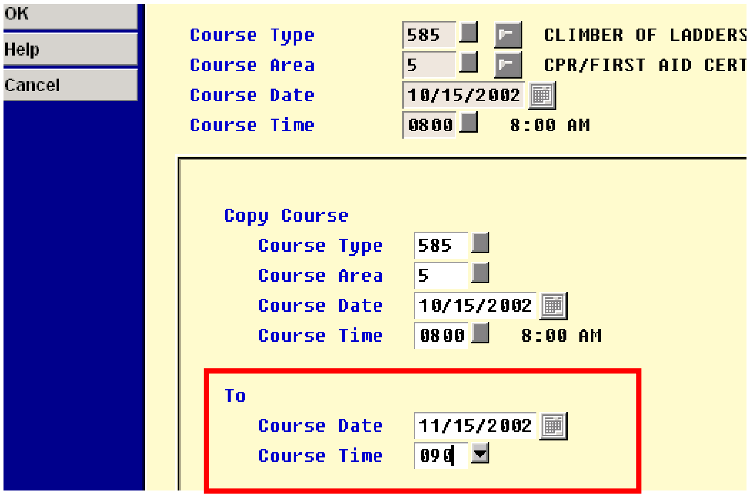
New fields and features have been added to the program. Only the program enhancements are listed below:



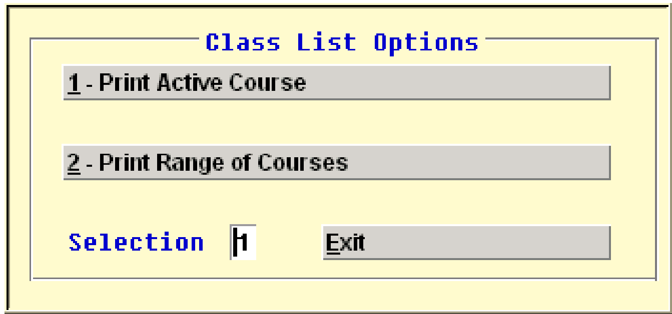
Field	Description
Course Time	Required field. The time of the course. Use the pull down menu beside the field for options.
Description	Required field. The description of the course.
Length	The length of the course. Check the days below for specifics.
Minimum Size	The minimum number of people needed for this course. Defaults to "1" but may be altered.
Accredited Hours	If this course is accredited, the number of hours is listed. Defaults to "0" but may be altered.
External Course	Check mark the field if the course is external.
Provider	Access to this field is only provided if the "External Course" field above is check mark. If so, list the name of the provider of the course.
Cost	The cost of the course.

Side Menu – Training Course F/M

Copy Use to copy a course to a new date and time.

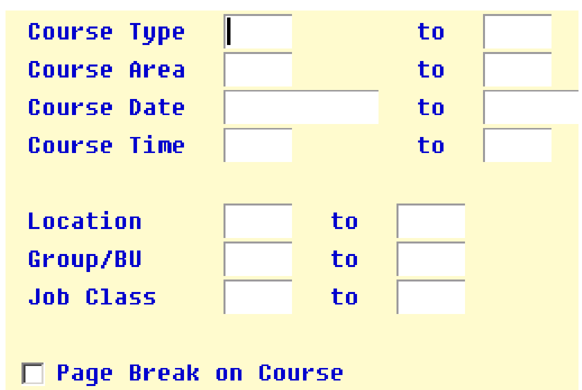


Class List Prints out a Class List based on the option selected:



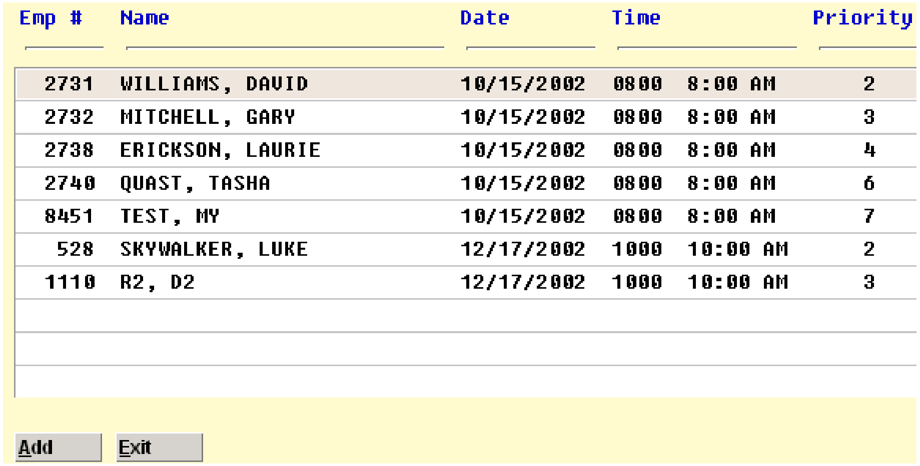
Option 1) prints a class list for the active record. The program checks the table and prints employees signed-up for the active class.

Option 2) is used to define ranges and print multiple classes at once. Once the options are defined (screen below), the print out displays all classes and employees attending who meet the defined criteria.



Wait List

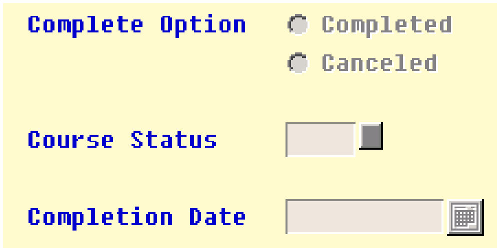
View/maintain the waiting list for active courses. A popup screen displays all employees signed-up for the class, waiting for admission. Employees signed-up for a specific date/time are listed first followed by employees signed-up for the same type/area. You can also add an employee from the Wait List into the current class.



Emp #	Name	Date	Time		Priority
2731	WILLIAMS, DAVID	10/15/2002	0800	8:00 AM	2
2732	MITCHELL, GARY	10/15/2002	0800	8:00 AM	3
2738	ERICKSON, LAURIE	10/15/2002	0800	8:00 AM	4
2740	QUAST, TASHA	10/15/2002	0800	8:00 AM	6
8451	TEST, MY	10/15/2002	0800	8:00 AM	7
528	SKYWALKER, LUKE	12/17/2002	1000	10:00 AM	2
1110	R2, D2	12/17/2002	1000	10:00 AM	3

Mass Complete

Used to close a course (due to cancellation or course completion). In addition, it updates the status (or status and date) of each employee signed-up for the class. The option to choose whether the class has been canceled or completed is available. In addition, the option to define the Course Status and Completion Date to be written to the employee records is available. When *Output-Post* is selected, if you choose to post the information from the proof, you also have the option of wait listing people who signed-up if the class is canceled. **Note:** It does not update employees from the Waiting List since they never attended the class.

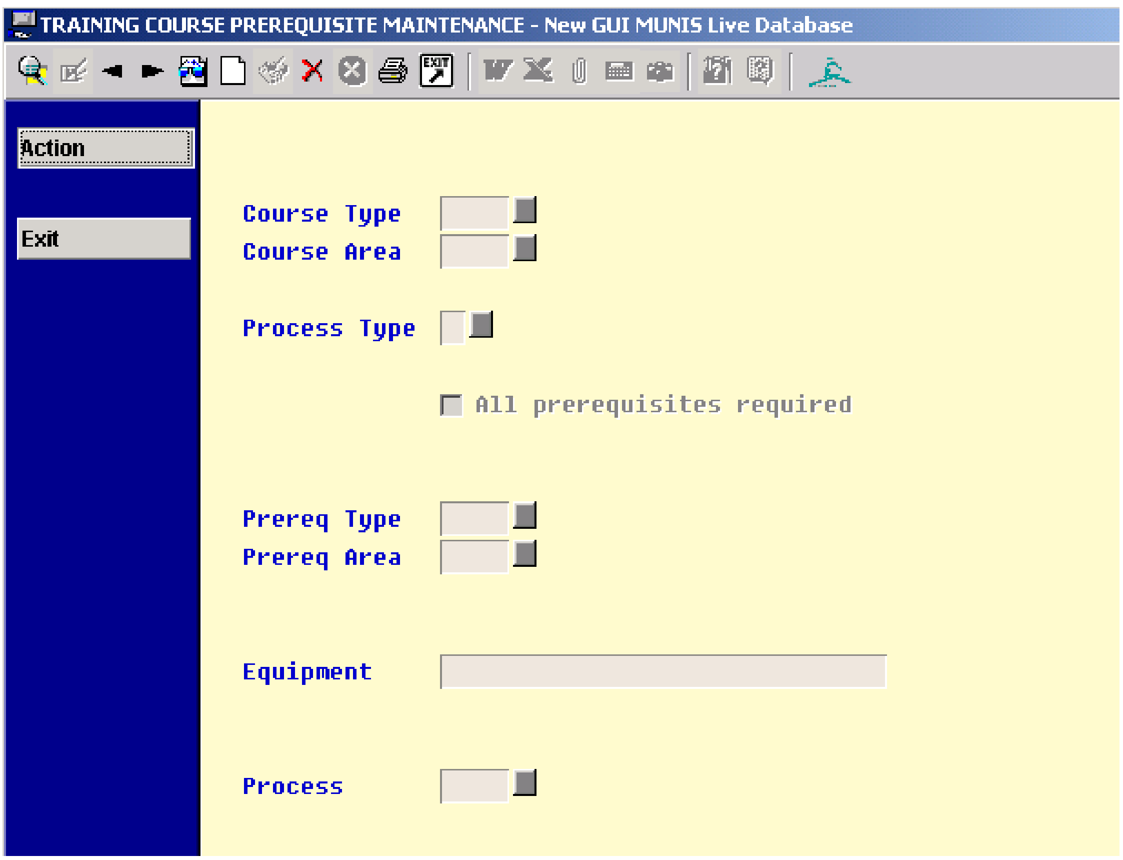


Gen Certs This is a proof/ post function that creates certificates and updates existing certificates for anyone who has a completion date for the active course.

mn44524 -- New functionality added to Course Prerequisite F/M

Course Prerequisite F/M (pmtrnpre)

New fields and features have been added to the program. Only the program enhancements are listed below:



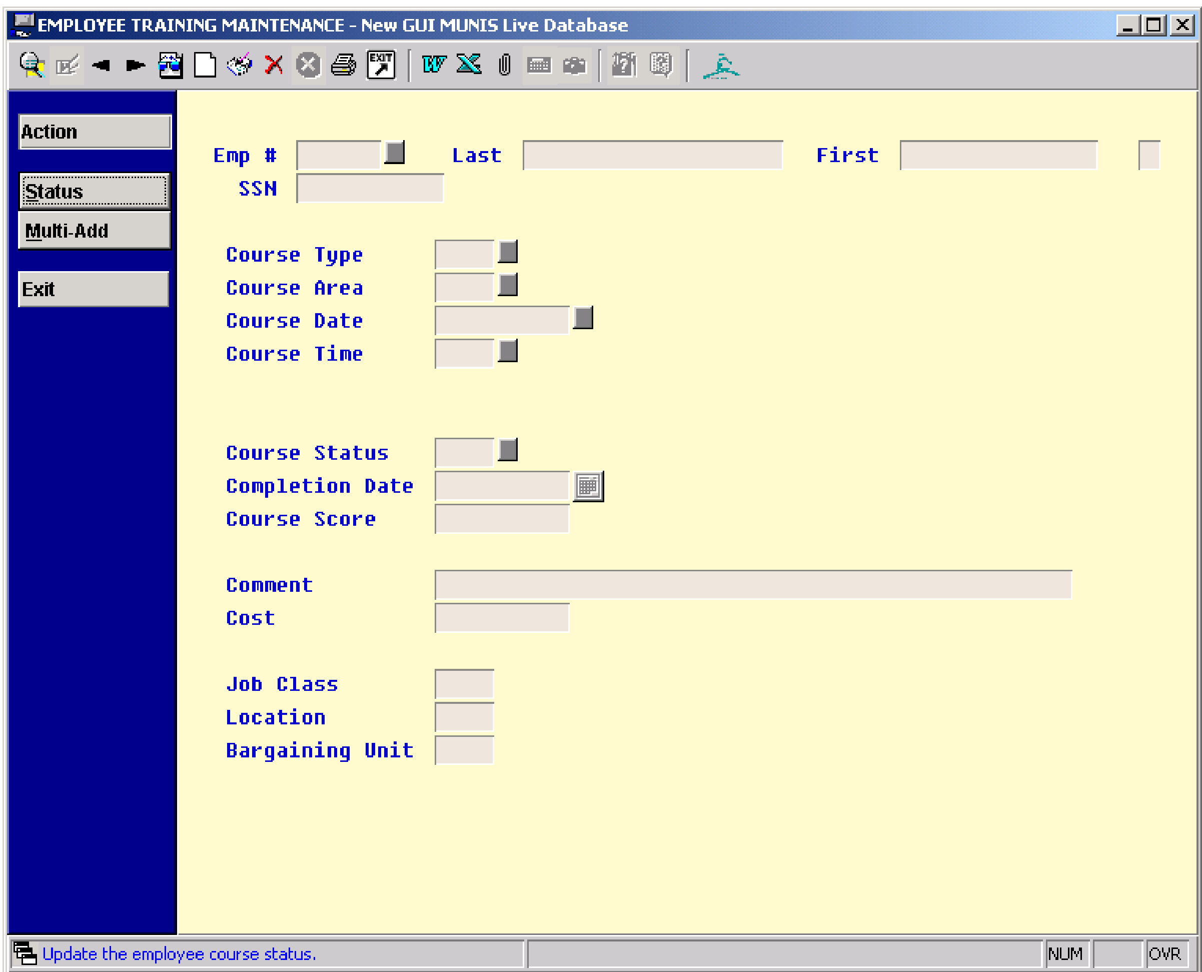
Field	Description
Field	**Description**
Process Type	The prerequisite type. Click the pull down menu beside the field for a list of options. 1 = Course Prerequisite 2 = Equipment Prerequisite 3 = Prerequisite for Job 4 = Prerequisite for Group/BU 5 = Prerequisite for Location
All prerequisites required	If there is already a record with the same Type, Area and Process number, the ”All required” field is set to match existing records.
Equipment	Prerequisite equipment needed to conduct class.
Process	Once the Process Type is selected, this field changes to the type selected to define type specifics.

mn44525 -- New program added to Personnel Processing/Employee Training

Overview: In Personnel Processing, select F) Employee Training, and then select F) Employee Training F/M menu option to access this program.

Employee Training F/M (pmtrnemp)

This new maintenance program works in conjunction with the Training Courses F/M and maintains of the employee training process. By adding records through this file maintenance program, the employee is assigned to a course. This is a standard maintenance program with two additional side menu options (*Status* and *Multi-Add*) as outlined below.



Field	Description
Emp#, Last, First Name, MI, SSN	Required field. When Employee ID number is entered, the employee's name and SSN automatically defaults.
Course Type	Required field. The type of training course. Click the Help feature beside the field for a list of available options. **Note:** "Course Type" and "Course Area" must exist as a pair in the Training Course F/M program.
Course Area	Required field. The training course area. Click the Help feature beside the field for a list of available options. **Note:** "Course Type" and "Course Area" must exist as a pair in the Training Course F/M program.
Course Date	Required field. The date of the course. Use the pull down menu beside the field for options.
Course Time	Required field. The time of the course. Use the pull down menu beside the field for options.
Course Status	The course status/completion code pulled from Miscellaneous Codes F/M.
Completion Date	The course completion date.
Course Score	The course score.
Comment	Comments regarding the course
Cost	Cost of the course per employee.
Job Class	The employee's primary job class.
Location	The employee's location.
Bargaining Unit	The employee's group bargaining unit.

Side Menu – Employee Training F/M

Status Updates the current record by advancing the cursor directly to the "Course Status" field, eliminating the need to navigate through each field.

Multi-Add There are two options in *Multi-Add***:**

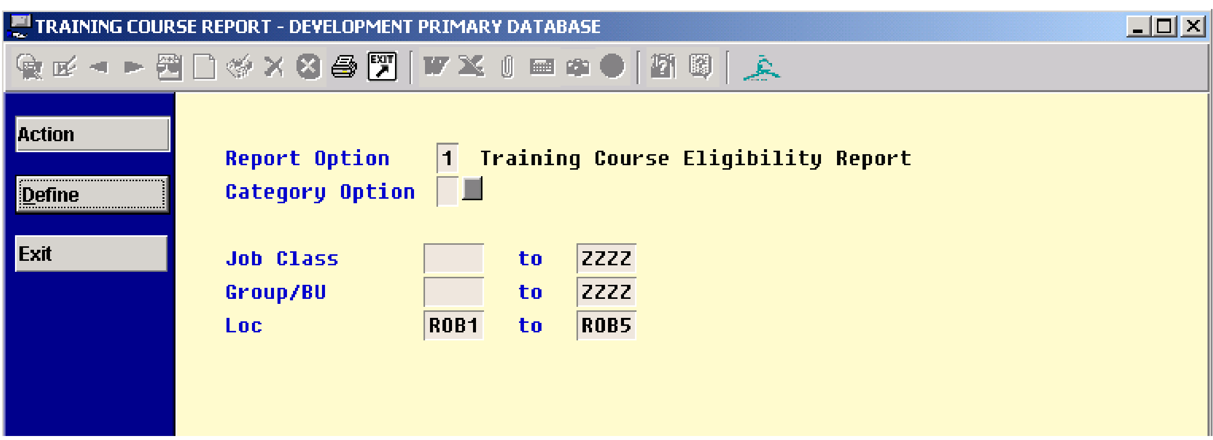
1. *Mass Add* searches through a range of employees and adds them to the specified course. The add process checks for prerequisites and whether or not the employee has already completed the class. The employees are automatically placed on a waiting list if the course is full.

2. *Prerequisite Add* searches through a range of employees and looks for courses that are required for their job class, location or bargaining unit. For each prerequisite set specified, the process attempts to find a course with open positions. If a course is not offered, no add is completed. If a course is offered but is full, the employee is added to a waiting list. If there are multiple courses offered, the employee is added to the first open course available.

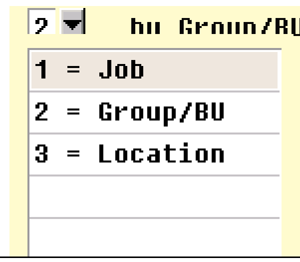
mn44526 – New program added to Employee Training

Training Course Report (pmtrnrpt)

This new program produces two reports. Report Option "1" produces a report titled Training Course Eligibility Report that displays all employees eligible for the course. Report Option "2" produces a report titled Training Course Requirements that displays all courses needed by each employee in order to meet their Job Class, Group or Location requirements.



Field	Description
Report Option	Report Option "1" produces a report titled Training Course Eligibility Report that displays all employees eligible for a particular course. Report option "2" produces a report titled Training Course Requirements that displays all courses required for an employee's Job Class, Group or Location.

<table>
<tr><td>Category Option</td><td>Only accessible when Report Option “2” is selected. Click the pull down menu beside the field to report the required courses for the employee’s Job, Group/BU or Location.

</td></tr>
<tr><td>Job Class, Group B/U, Loc</td><td>List the employee’s Job Class, Group B/U and Location range to report.</td></tr>
</table>

Side Menu -- Training Course Report

Define Must define the fields for the report.

mn44528 – New functionality added to Payroll Processing

Buffalo Accrual History Entry (praccent)
Employee Update (prempupd)
Generate Earnings/Deductions (prgenddp)
Earnings/Deduction Proof (prpyddpf)
Earnings/Deductions F/M (prpyrlfm)

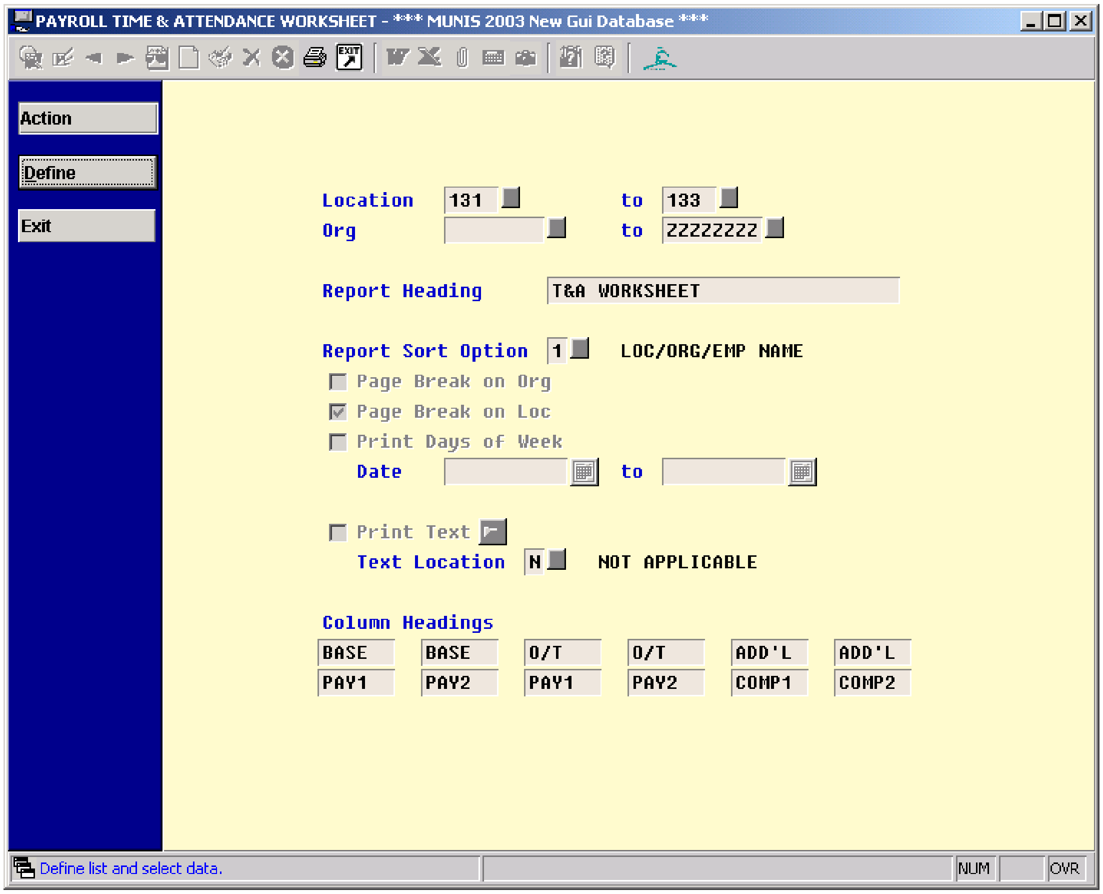
A Category “E” (non-cash/no gross) pay type can now carry-over the pay type hours correctly, when a deduction is used that calculates the number or hours (e.g. Calc Code 8).

mn44604 – Blank line with name changes

Time/Attendance Worksheet (prtmesht)

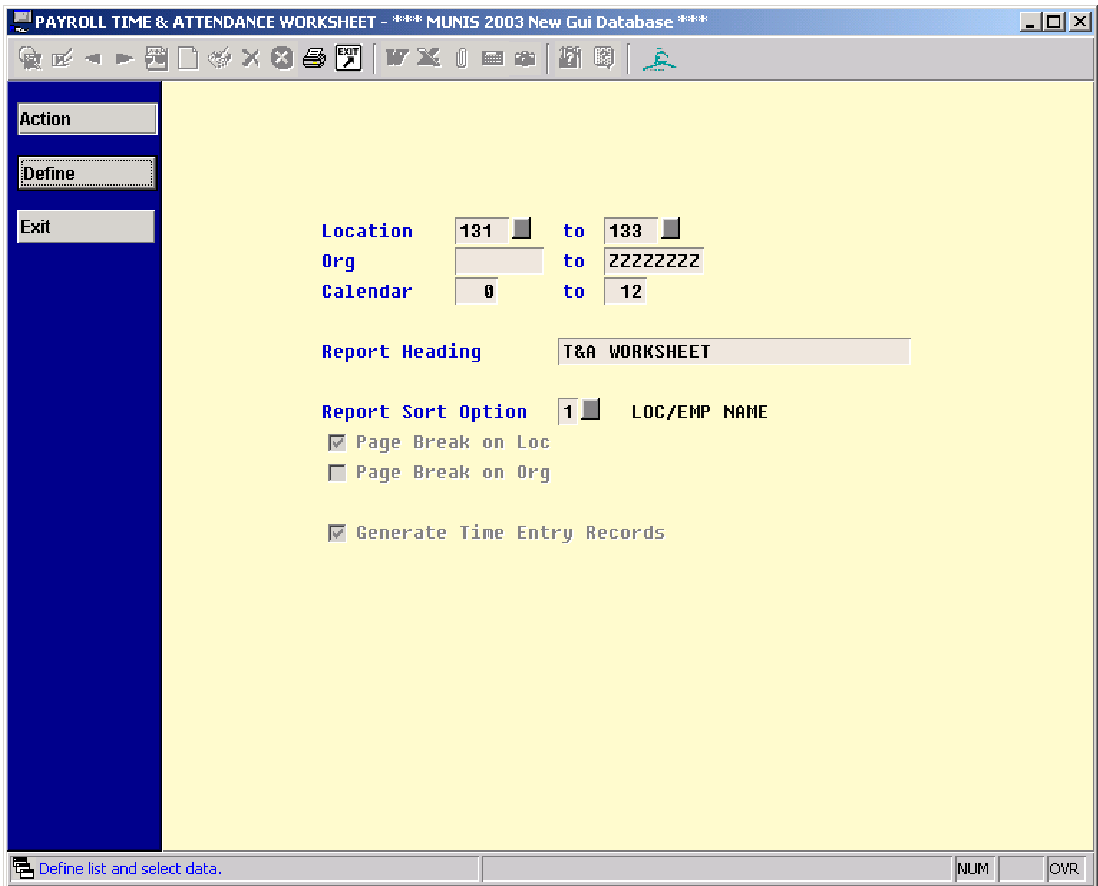
Option A) MUNIS Standard Time Sheet (prtmesht):

- The program has a new appearance making it more organized and easier to use. Please see the user manual for a full description of the changes. See the screen below to view the new appearance.



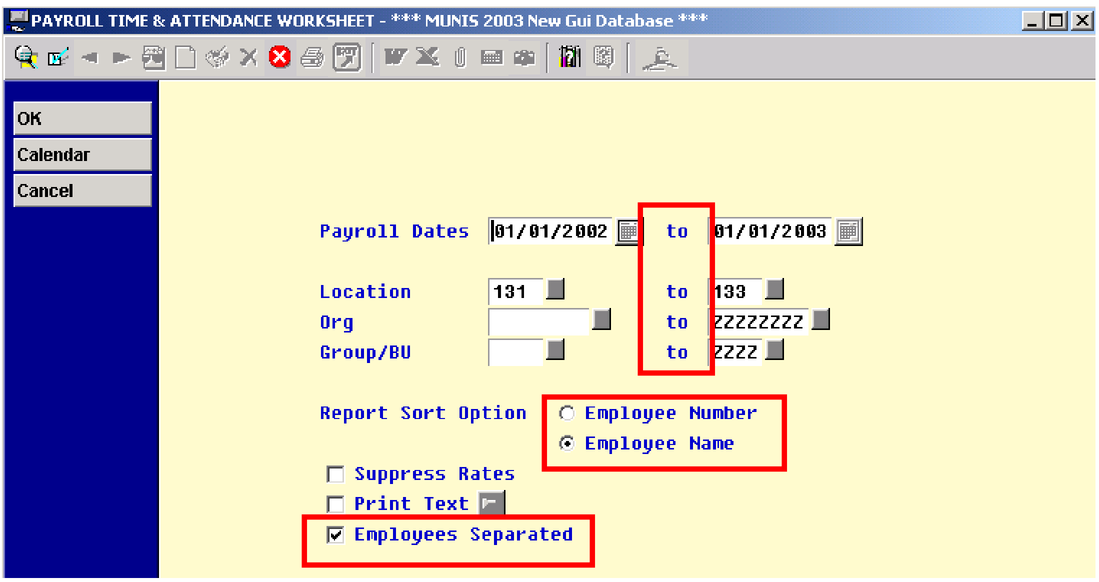
Option B) Time Sheets by Work Schedule (prtmesht):

- The program has a new appearance making it more organized and easier to use. Please see the user manual for a full description of the changes. See the screen below to view the new appearance.



Option C) Earnings Worksheet (prtmesht):

- A new field "Employees Separated" has been added to the program. Check mark the field to add a space on the report after each employee's name for a more organized appearance.
- The "Report Sort Option" field now displays each option on the screen, allowing you to sort by the Employee Number or Employee Name. Previously, a Help field required access for selection.
- The "to" range fields now line-up properly on the screen for a more organized appearance.

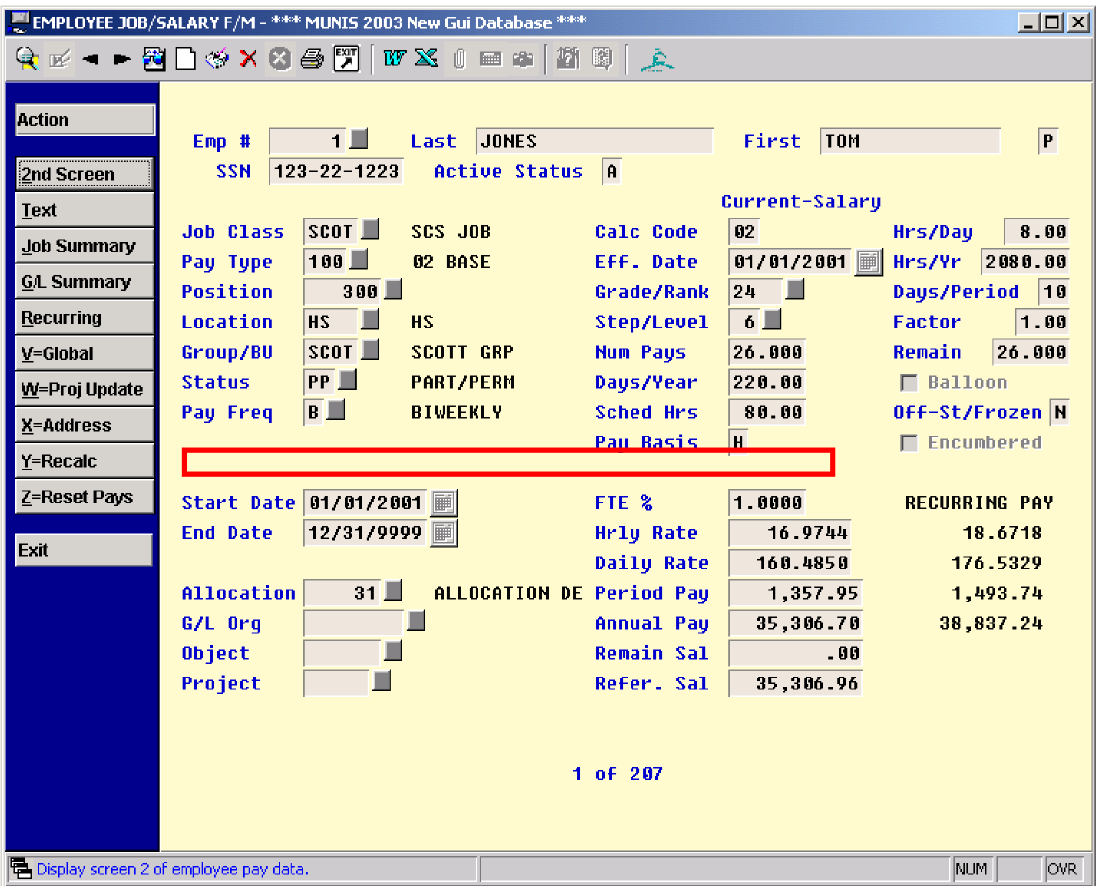


mn44661 – Various program updates for 2003

Employee Job/Salary F/M (premppay)
Employee Recurring Pay F/M (premprec)
Personnel Actions Inquiry (pmactinq)

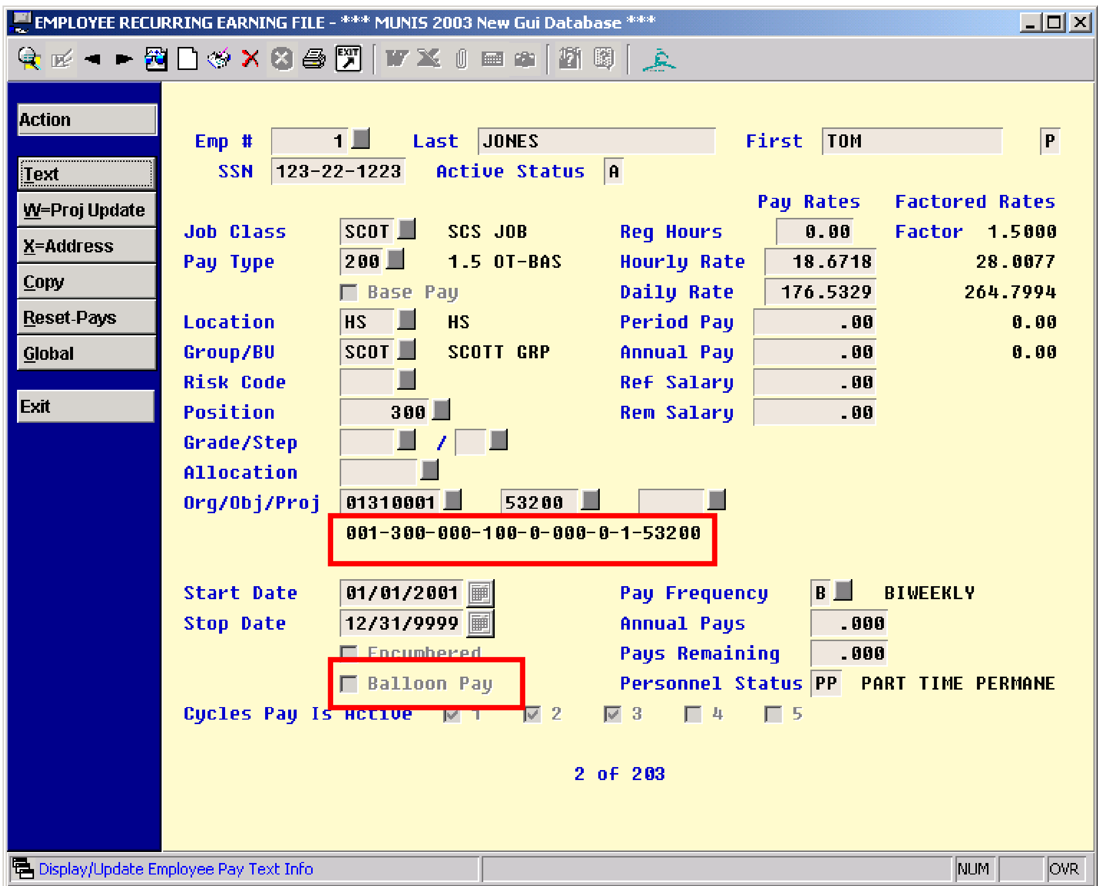
Employee Job/Salary F/M (premppay):

- A blank line has been added to the program, located above the "Start Date" and "FTE %" fields, making it more organized and easier to read.



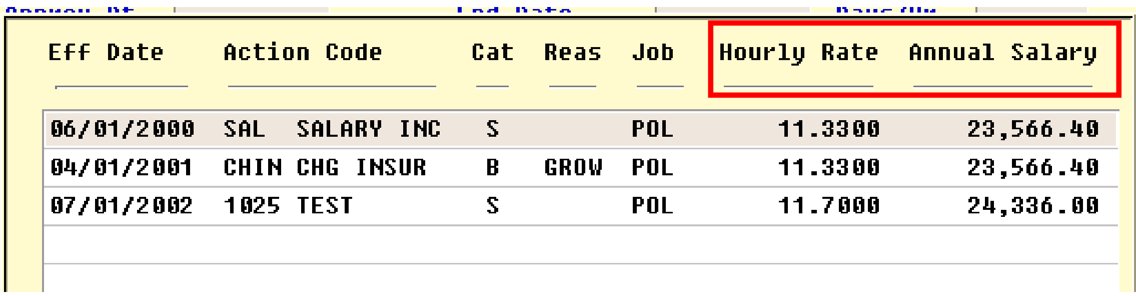
Employee Recurring Pay F/M (premprec):

- Updated the program to display the entire GL account number, instead of listing the GL description, under the "Org/Obj/Proj" fields.
- Shortened the balloon pay title from "Include in Balloon Pay" to "Balloon Pay".



Personnel Actions Inquiry (pmactinq)

- The *Browse* screen in this program now displays the "Hourly Rate" and "Annual Salary" for each salary change. The employee's name and number have been removed because the information automatically displays above the *Browse* screen in the program.

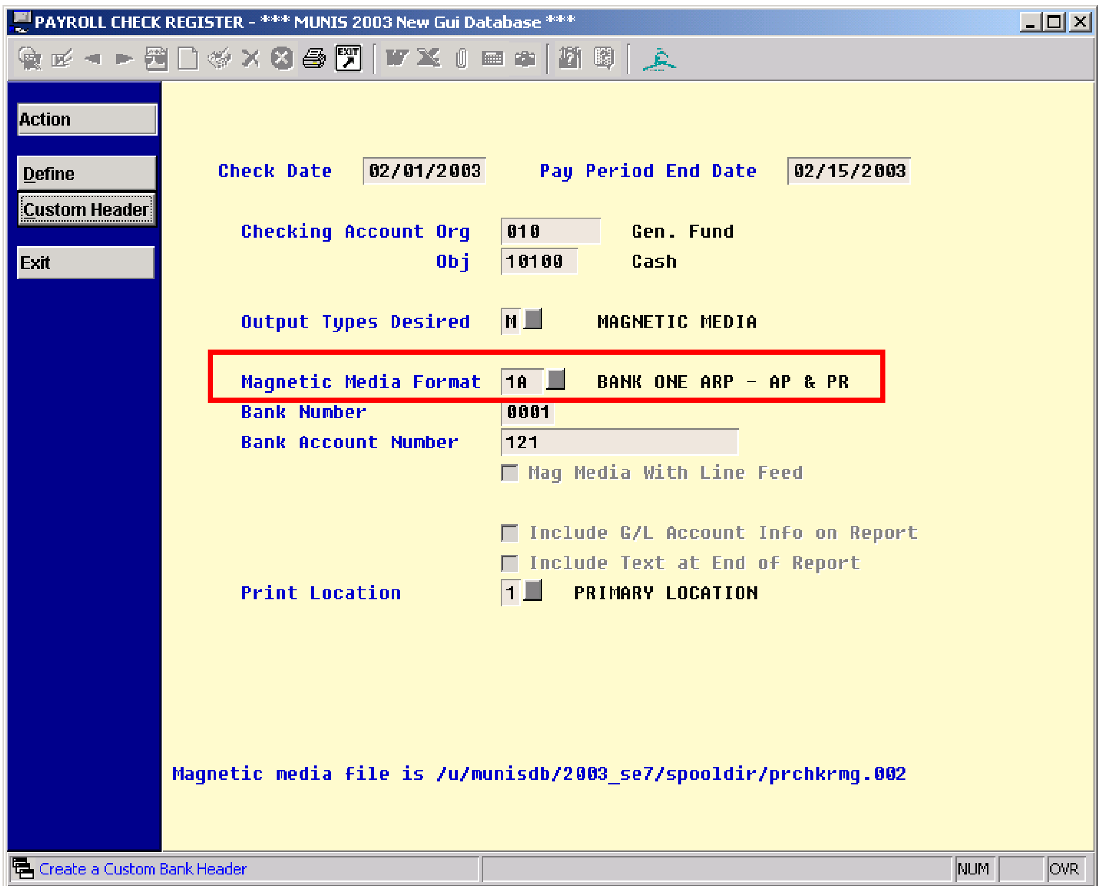


Eff Date	Action Code	Cat	Reas	Job	Hourly Rate	Annual Salary
06/01/2000	SAL SALARY INC	S		POL	11.3300	23,566.40
04/01/2001	CHIN CHG INSUR	B	GROW	POL	11.3300	23,566.40
07/01/2002	1025 TEST	S		POL	11.7000	24,336.00

mn44721 – New Mag Media option - Bank One ARP Export File

Payroll Check Register (prchkreg)

A new "Bank One" mag media format has been added for the check export function. We currently have a "Bank One Positive Pay" mag media option and a new "Bank One ARP" (Account Reconciliation Package) option for selection.



mn44805 – Expense Org/Obj in Deduction History

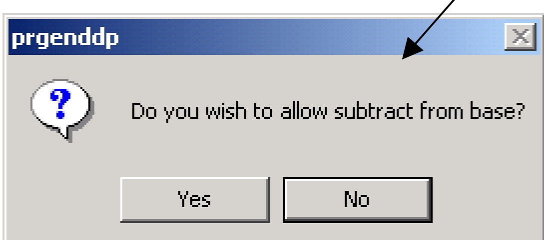
Employee Update (prempupd)
Employee Detail History (prdetail)

Previously, if a small deduction amount was listed (e.i. $1.), no deduction history record and expense org/obj was created, leaving the journal unbalanced after posting. A record is now created in Employee Detail History for each org/obj, even if there is no deduction amount.

mn44874 – Updated *Vendor Import* option

Generate Earnings/Deductions (prgenddp)

When the *Vendor Import* record is moved into the payroll from Time/Attendance Entry, a message box now displays (see message box below). If "No" is selected, no pays subtract from the base pay, even if "Auto- subtract from Base" is check marked in Pay Type Code F/M. If "Yes" is selected, the pay types do "Auto-subtract from Base" as usual.



REVENUE AND BILLING FUNCTIONS

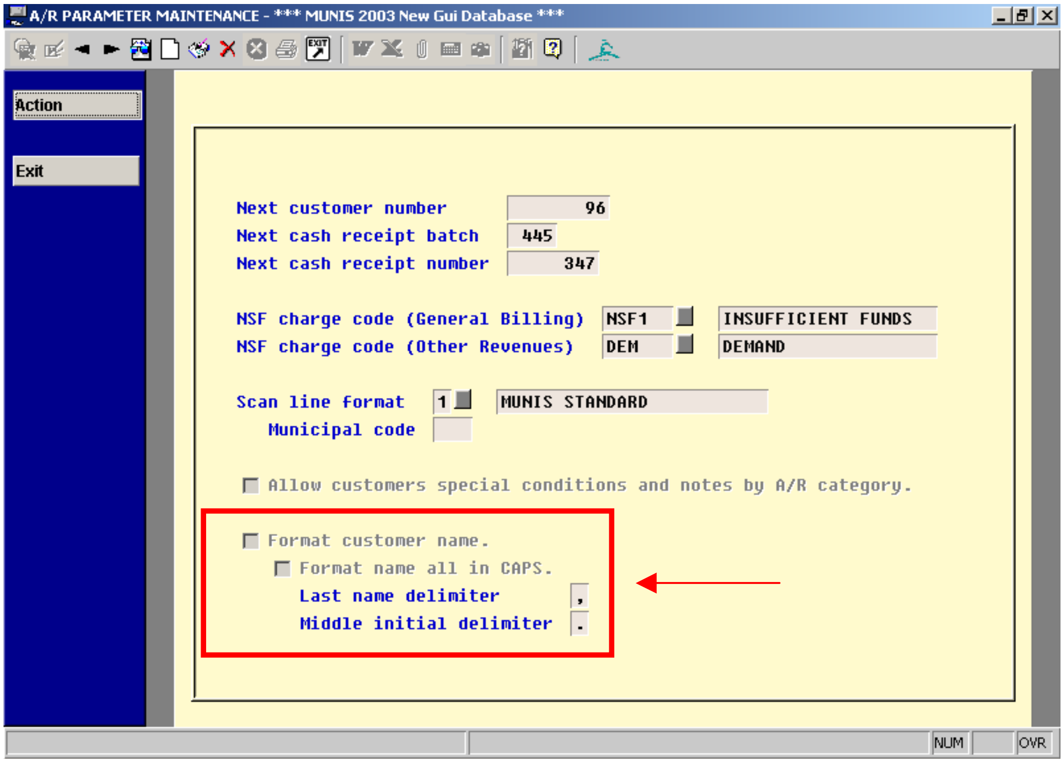
Auxiliary Programs, Payment Processing, AR Inquiries & Reports

mn15830 – New fields automatically format customer names

A/R Parameter Maintenance (arparmnt)
Customer File Maintenance (arcstmnt)

Four fields have been added in the A/R PARAMETER MAINTENANCE program, option A. Site Options:

"Format Customer Name",
"Format name all in CAPS",
"Last name delimiter",
"Middle initial delimiter".



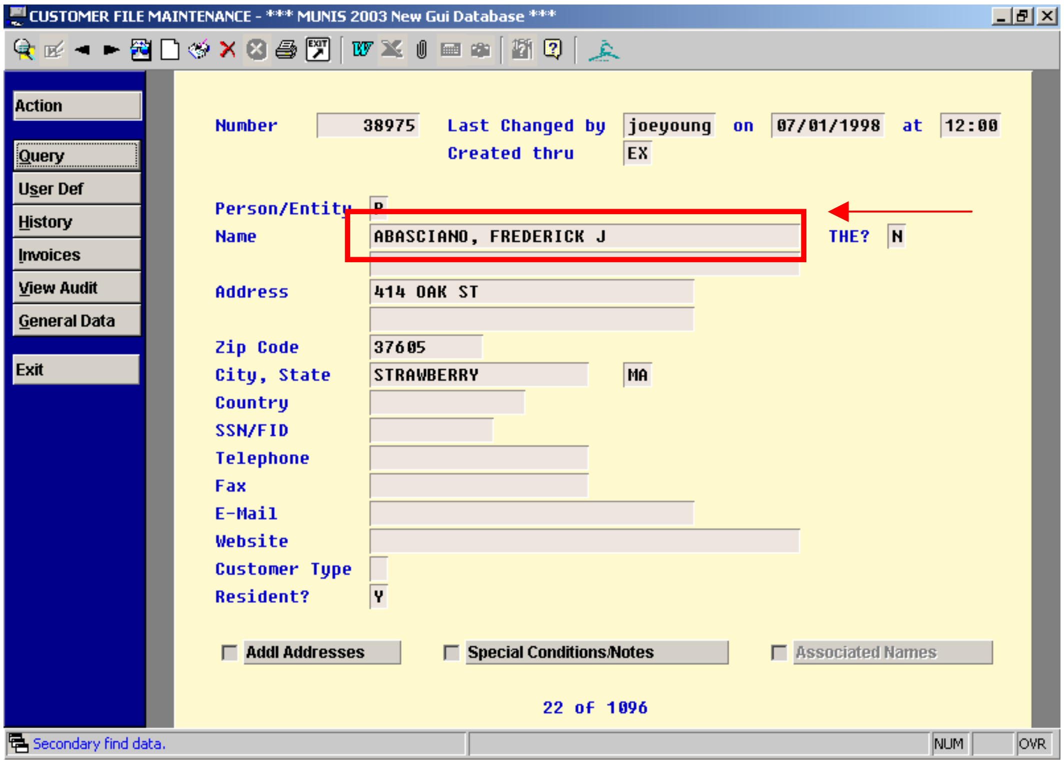
Use these fields to automatically format names entered in the CUSTOMER FILE MAINTENANCE program. **Note:** These fields must be set before auto name formatting can function.

Listed are the field descriptions:

- “Format Customer Name” – This box must be check marked in order to choose from the new fields.
- “Format name all in CAPS” – Check for the customer’s full name to be in CAPS.
- “Last name delimiter” – Check and choose a delimiter to separate first and last name, if applicable (e.g., “,”).
- “Middle initial delimiter” - Check and choose a delimiter to separate middle initial, if applicable.

The screen below displays the employee name based on the field criteria on the A/R Parameter screen (see page 151 for setup).

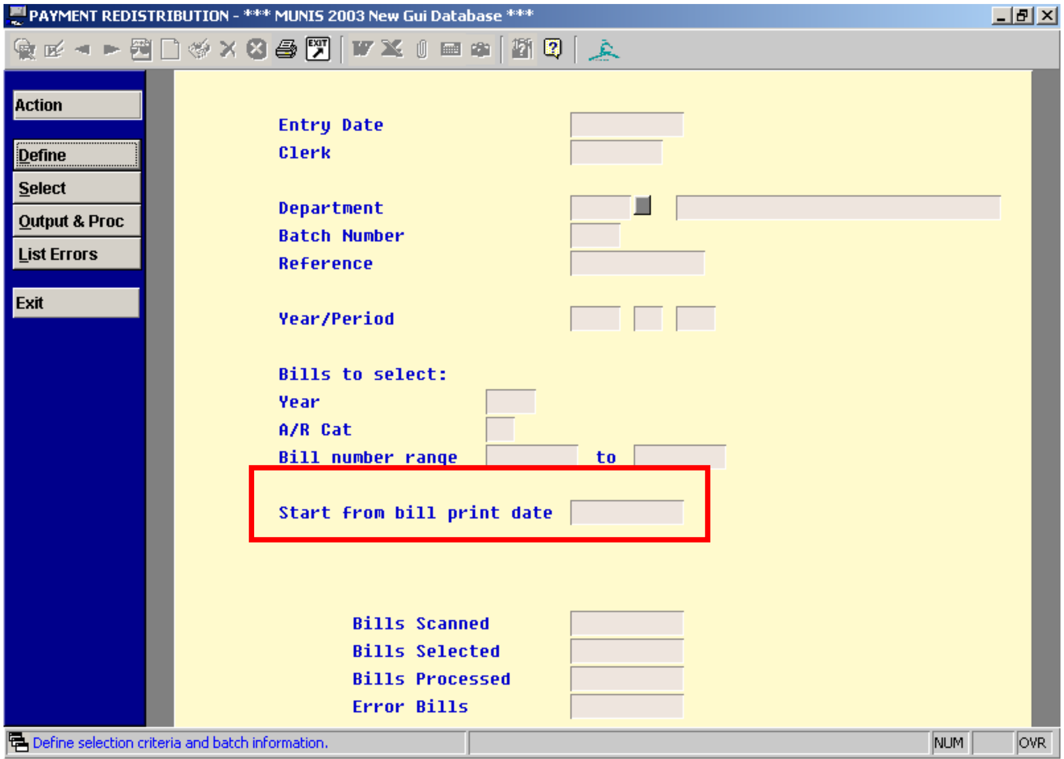
Customer File Maintenance screen



mn30219 – New field to select fewer records

Payment Redistribution (arpmtdst)

A new field, "Start from bill print date" has been added. By using this field, the program selects only those records with the entered start date and after. Please note the program uses the appropriate bill date for MD clients who use cat "20" or cat "25" bills.



mn30855 – Cash drawer functionality applies to multi bill screen

Payment Entry (arcshrct)

When processing a payment from the multi-bill screen or from the *Mail* side menu option, cash drawer functionality exists and the cash drawer can be opened with each transaction.

mn31162 –Enter zero amounts for miscellaneous payments

Payment Entry (arcshrct)

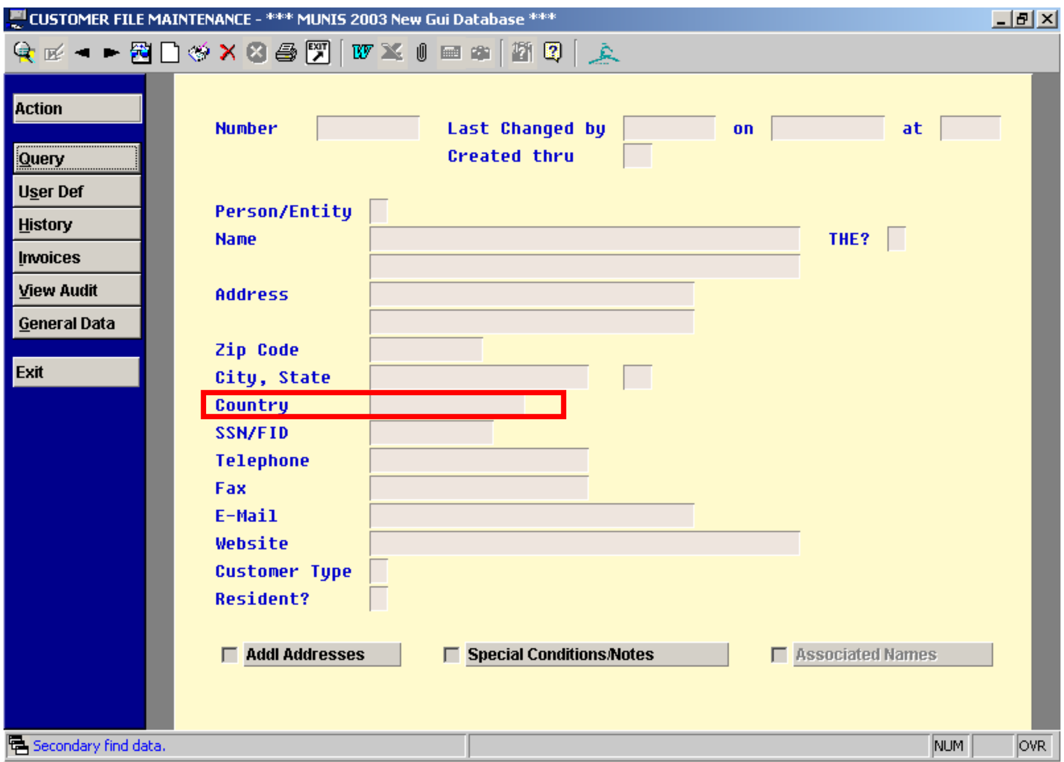
When entering miscellaneous payments (under the *Misc Receipt* option), you can enter/leave a zero amount in a GL line and the program automatically deletes the lines, rather than having to manually delete each zero line before processing, as before. This change reduces keystroke activity when adding payments.

mn41914 – New field "Country" added to main screen

Customer File Maintenance (arcstmnt)

The "Country" field has been added to the main screen. **Note:** The field also displays on the printed report.

Customer File Maintenance screen



mn43114 – Liability processing now optional

Overview: The field, "Apply credit balances to liability accounts" has been added to the TAX PARAMETER MAINTENANCE screen (see pg 156). **When loading the 2003 release, this field defaults as checked (in use, liability processing is turned on).** This means:

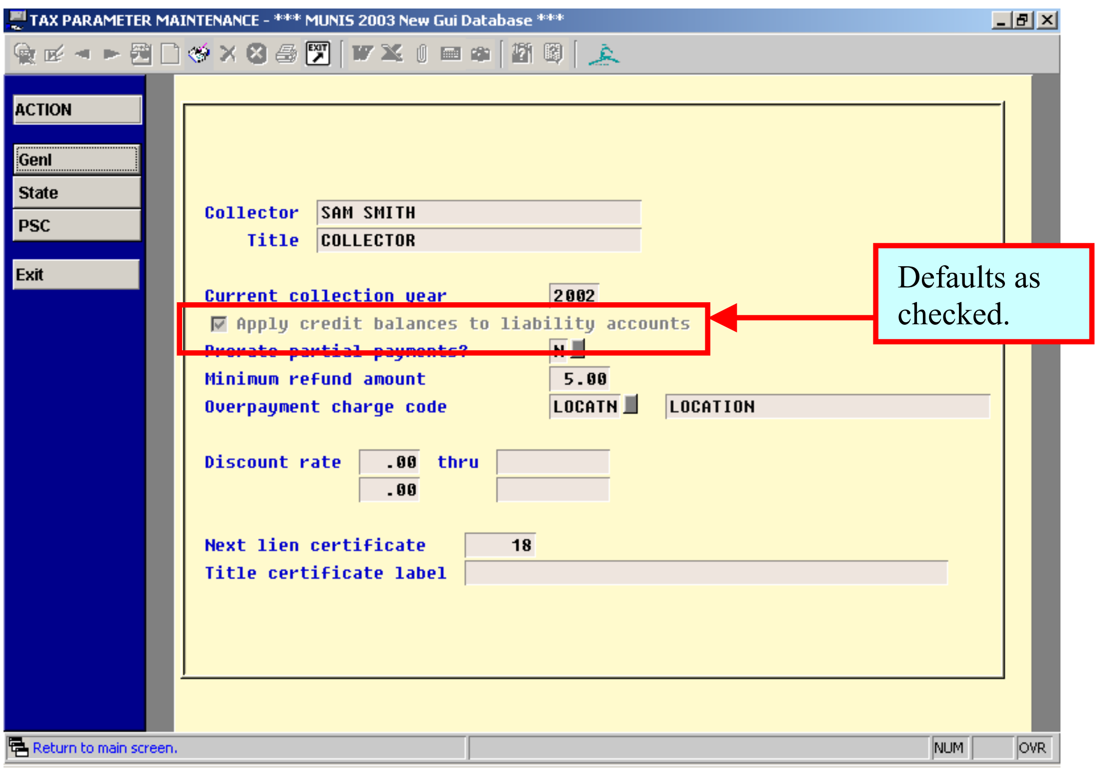
- If this field is checked (in use, liability processing turned on), credit balances are applied to liability accounts.
- If this field is unchecked (not in use, liability processing turned off), credit balances are NOT applied to liability accounts.

The PAYMENTS JOURNAL & POST program does not evaluate the field, "Apply credit balances to liability accounts" (located in TAX PARAMETER MAINTENANCE) to determine whether liability entries should be made to the General Ledger**. If liability accounting was in use when the original payment transaction was entered, liability entries are still made when subsequent transactions (refunds, reversals, write-offs) are posted to the General Ledger.**

Tax Parameter Maintenance (txparmnt)

A new field, “Apply credit balances to liability accounts” has been added to the *Coll* screen.

Tax Parameter Maintenance – *Coll* Screen



Tax Charge Code Maintenance (artxchgs)

- If the “Apply credit balances to liability accounts” field in the TAX PARAMETER MAINTENANCE program is check marked (in use), you must enter a liability account when adding or updating GL accounts for a given charge code.
- If unchecked (not in use), no liability account is required.

Important! For existing charge codes, leave the liability account in place.

Apply Pre-Payments (arprepay)
Payment Entry (arcshrct)
Process Lockbox File (arlckbox)
Web Payments Import (arwebimp)

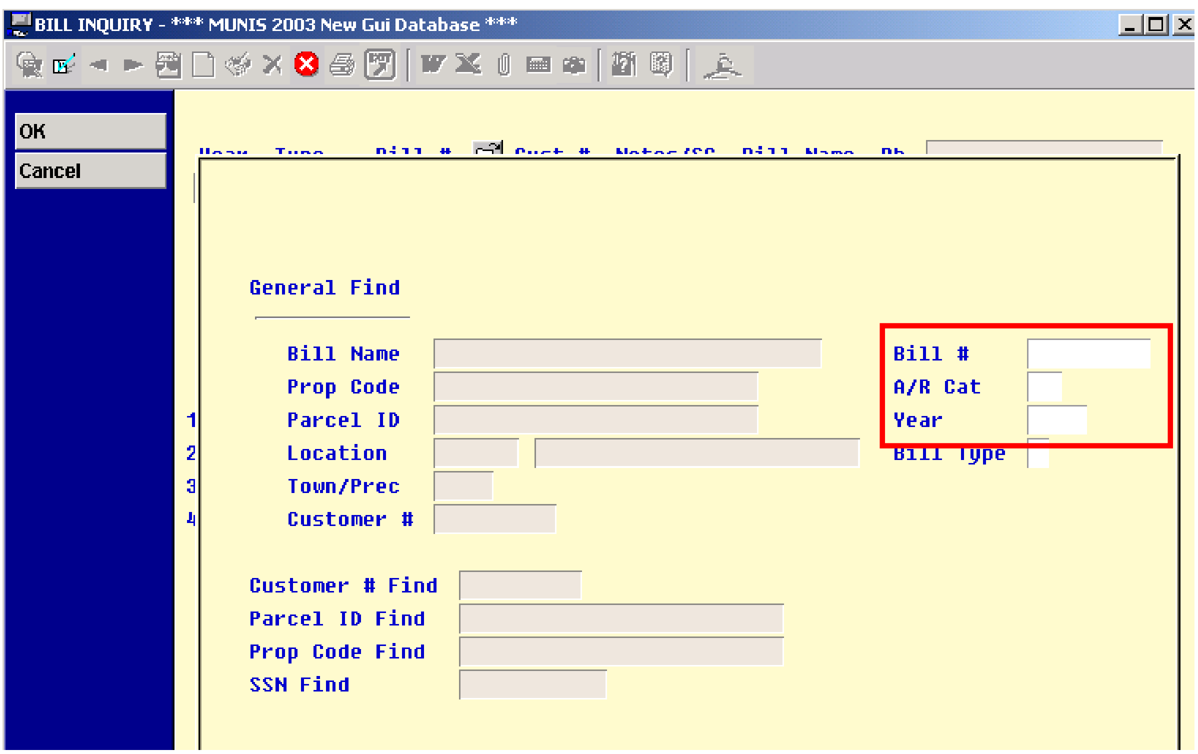
These programs have been modified to evaluate the "Apply credit balances to liability accounts" field in TAX PARAMETER MAINTENANCE.

mn43556 – New process on retrieving Special Condition records

Overview: This change applies only to sites that **do not** allow customers to assign Special Conditions by A/R category.

Special Conditions/Notes F/M (spspcmnt)

The Special Conditions Maintenance program has modified how it retrieves records. In Bill Inquiry, a *Find* on a bill now retrieves Special Condition records based on the "Bill #" "A/R Category" and "Year" combination. Previously, the system only retrieved records using the "Bill #" alone, which pulled the "Bill #" for multiple years.



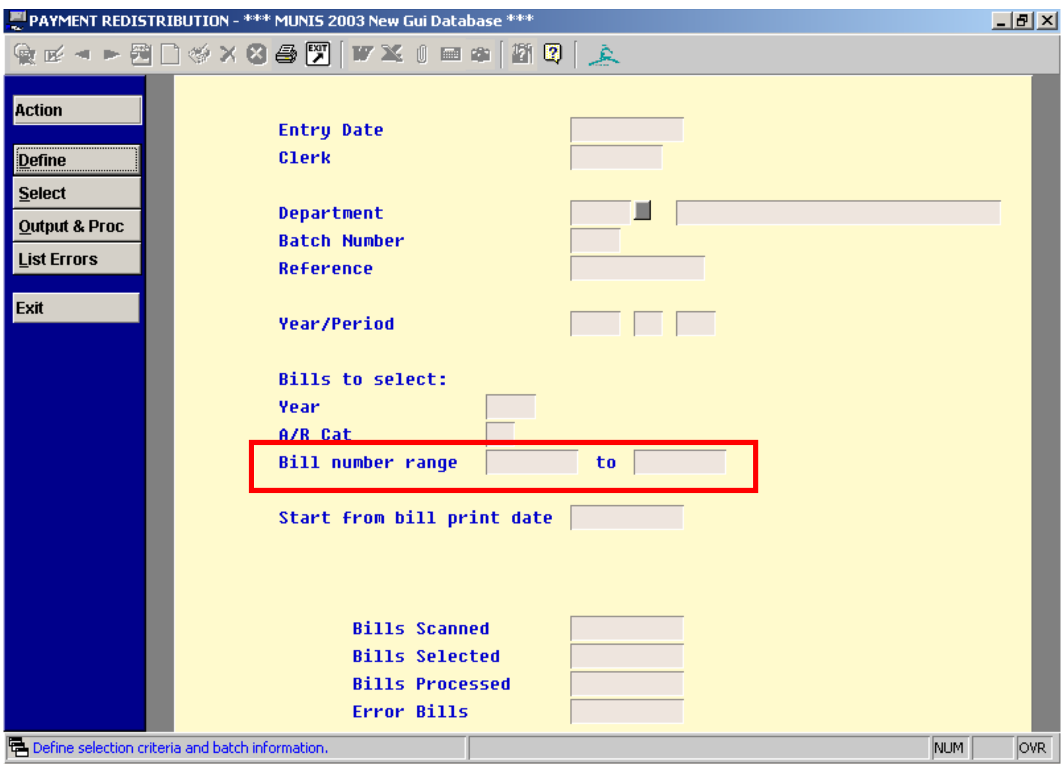
mn43971 – Modification to screen

Payment Redistribution (arpmtdst)

When selecting *Define,* the "Single Bill?" field has been replaced with "Bill number range" fields. These fields default as "0 to 99999999", but are modifiable.

Please note the following:

- You cannot access the "Bill number range" fields until you specify a "Year" and "A/R Cat".
- You can easily redistribute a single bill. When entering the beginning bill #, it defaults as the ending bill # (the ending bill # is modifiable).
- You can redistribute a specified range of bills for the specified year and category, redistribute all bills for a specified year and category (leaving the defaulted bill range as "0" to "99999999") or redistribute all bills for a specified category (regardless of the year). However, there is no entry in the "Bill number range" fields.

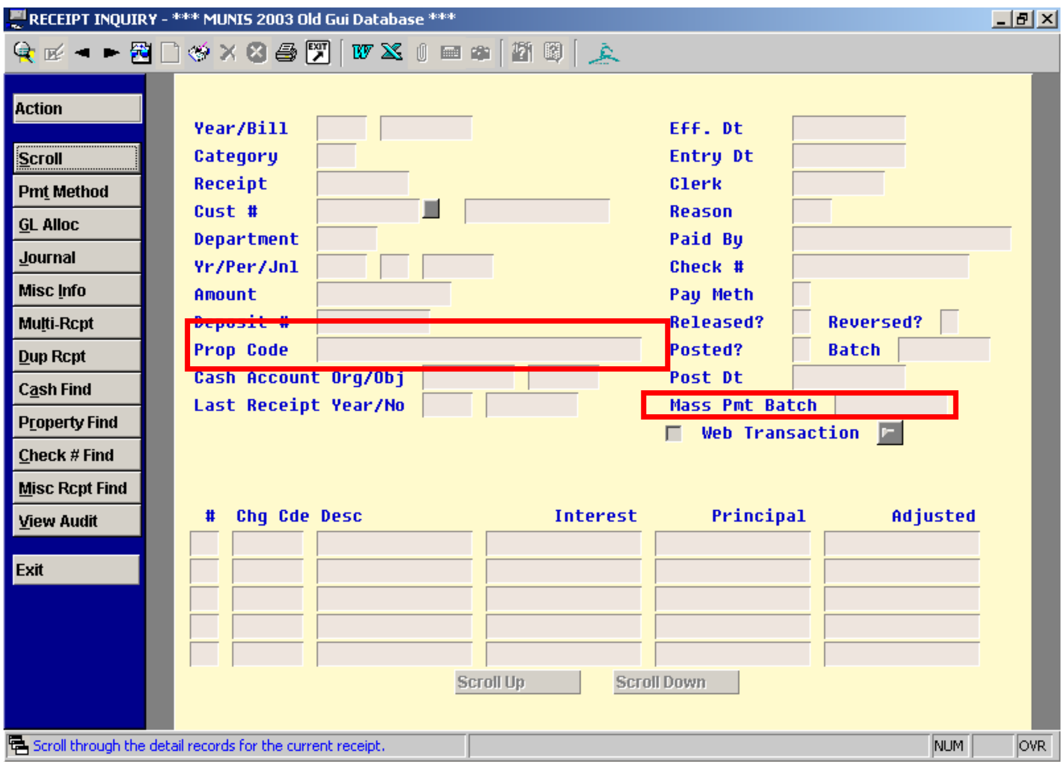


mn44105 – Added "Mass Pmt Batch" field

Receipt Inquiry (arrecinq)

Use the "Mass Pmt Batch" field to store the batch number of the lockbox record. Use this field when selecting *Find* to narrow your search criteria. **Note:** This field is included in any Word/Excel exports.

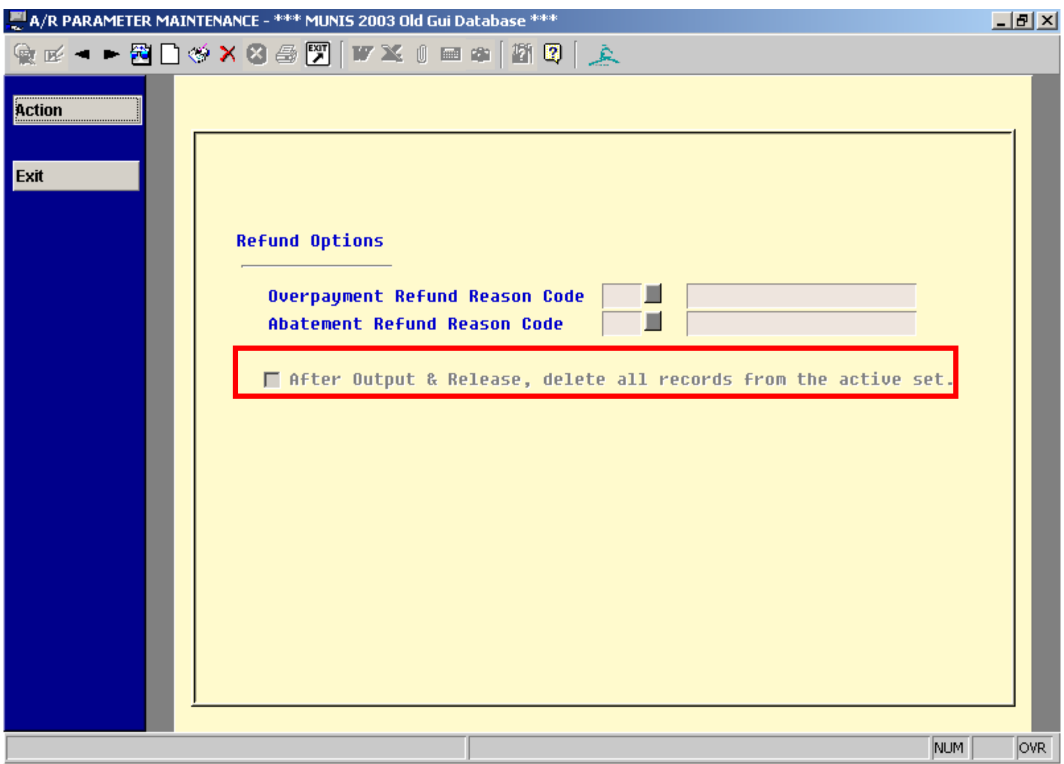
In addition, please note that the "Prop Code" field has been places two fields higher on the screen. This field is also included in any Word/Excel exports.



mn44138 –New field automatically deletes employee refund records

A/R Parameter Maintenance (arparmnt)
Bill Refund Processing (arrefund)

In the A/R PARAMETER MAINTENANCE program (option H. Refund Processing Options), a new field, "After Output & Release, delete all records from the active set", has been added. This field defaults as unchecked. If check marked, an employee's active set of records in the BILL REFUND PROCESSING program is automatically deleted after selecting *Output & rel*. **Note:** The records are automatically deleted regardless of the "Hold?" field setting for the records. The records deleted are specific to the employee's active set.

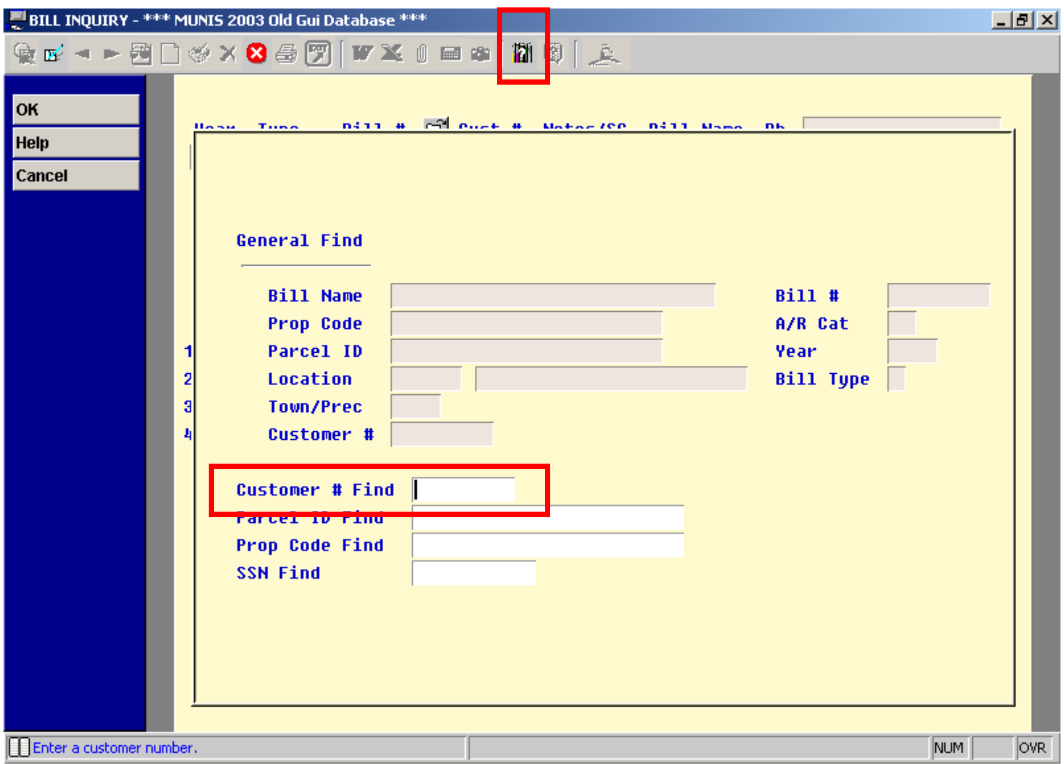


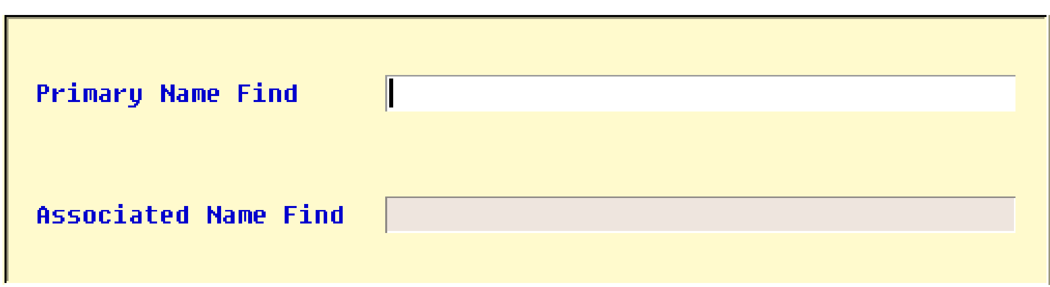
mn44244 – *Help* functionality modified to find by primary CID name

Bill Inquiry (arbilinq)
Payment Entry (arcshrct)

The *Help* functionality in these two programs has been modified so if a *Find* is performed by Customer # (selecting the *Customer #* side menu option) with your cursor in the "Customer # Find" field, the following popup box displays to find a customer by primary name.

Bill Inquiry *Customer #* Screen



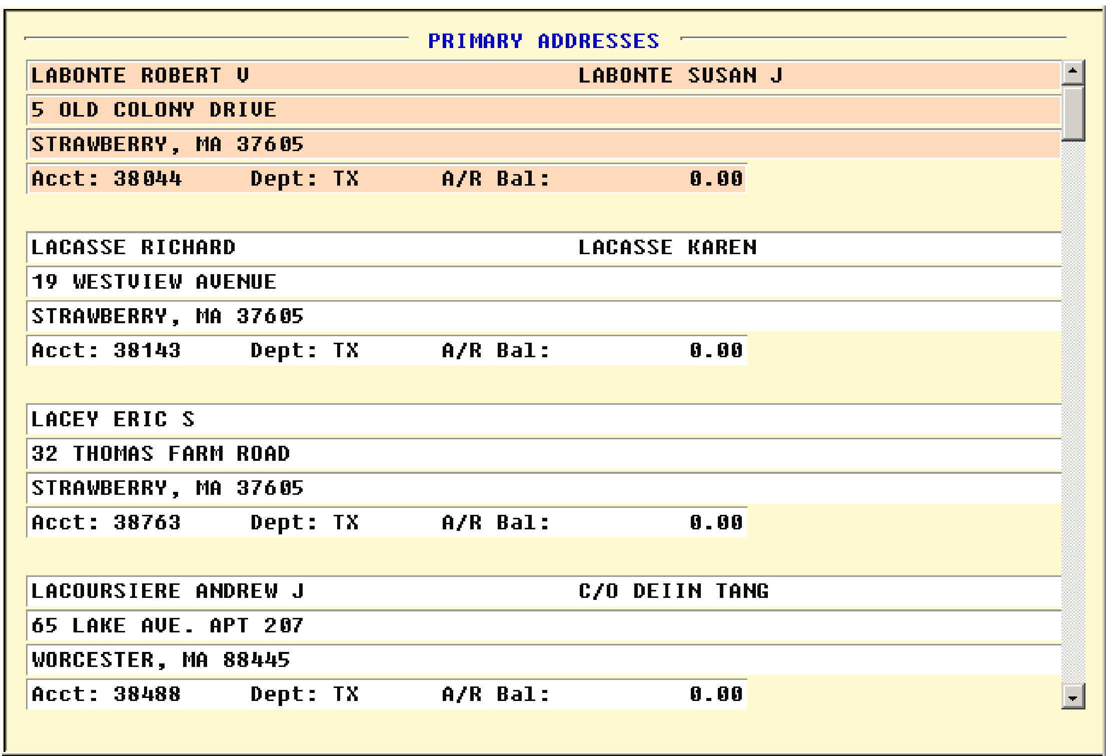


Note: Wildcards and other special characters can be used to search.

Field	Description
Primary Name Find	Use this field to search Customer FM for primary names. Wildcards such as * work in this field. For example, if you search for "L*" you get all names that begin with uppercase L.
Associated Name Find	Use this field to search Customer FM for associated names. Wildcards such as * work in this field. For example, if you search for "L*" you get all names that begin with uppercase L.

When you enter the find criteria, and select <Enter> or *OK*, the **new** information display screen shows more customer data:

New customer find display screen:



For detailed information regarding CID Find functionality, please refer to the Of Special Interest document.

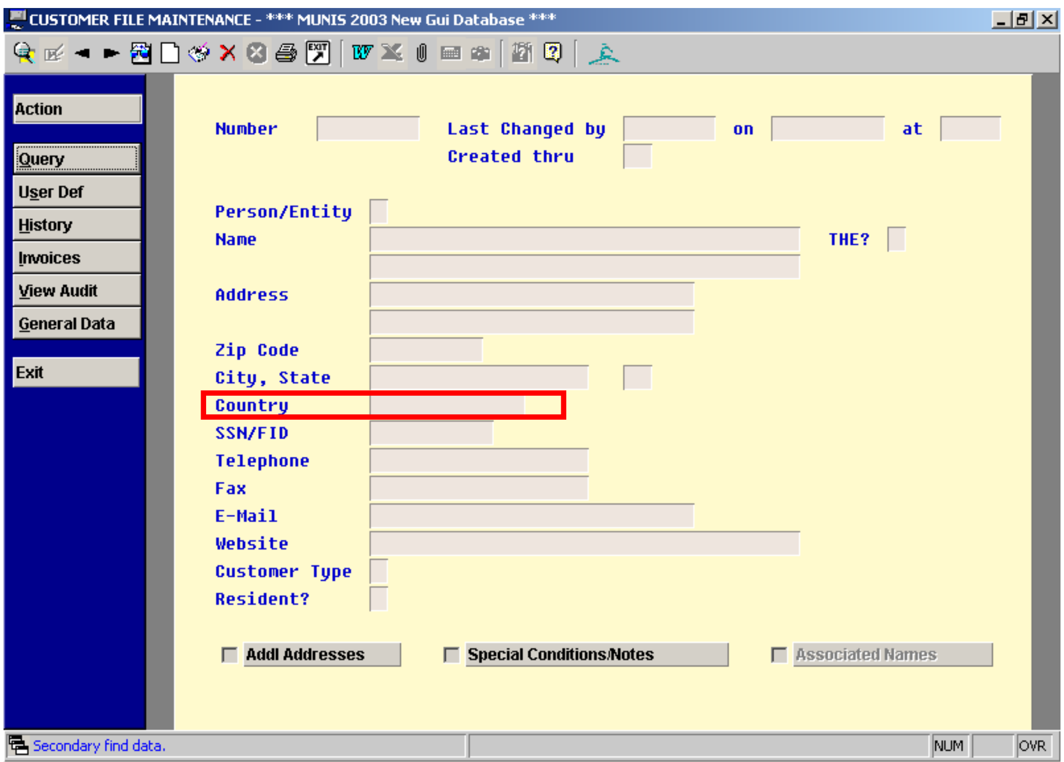
General Billing

mn41914 – New field "Country" added to main screen

Customer File Maintenance (arcstmnt)

The "Country" field has been added to the main screen. **Note:** The field also displays on the printed report.

Customer File Maintenance screen



mn42958 – Auto calculation of sales tax after maintenance

General Billing Invoice Maintenance (gbinvmnt)

This program recalculates the sales tax when changes have been made. After selecting *Modify,* if detail line amounts subject to sales tax have been changed, you are prompted with the following: ""Do you wish to recalculate sales tax?"" If "Y"es is selected, the program updates or inserts sales-tax summary lines based on changes made to the detail lines subject to sales tax.

mn43707 – Bills can be excluded from Assess Late Fee program

Assess Late Fees (gblatfee)

If there is a special condition on a customer, bill or parcel (found in the SPECIAL CONDITIONS/NOTES FILE MAINTENANCE program) and if the "Calculate interest & penalty" option is unchecked (found in the SPECIAL CONDITION CODE MAINTENANCE program), the bill is excluded from the late fee process.

mn43709 – New warning if no invoice date entered

General Billing Invoice Entry & Proof (gbinvent)

If the "Inv Date" field is left blank, a warning message box appears and you cannot continue until a date is entered.

mn44846 – Invoice total displays in the invoice header of report

Print Invoices (gbinvprt)

The invoice total displays in the Invoice Header section of the printed report.

ADMIN

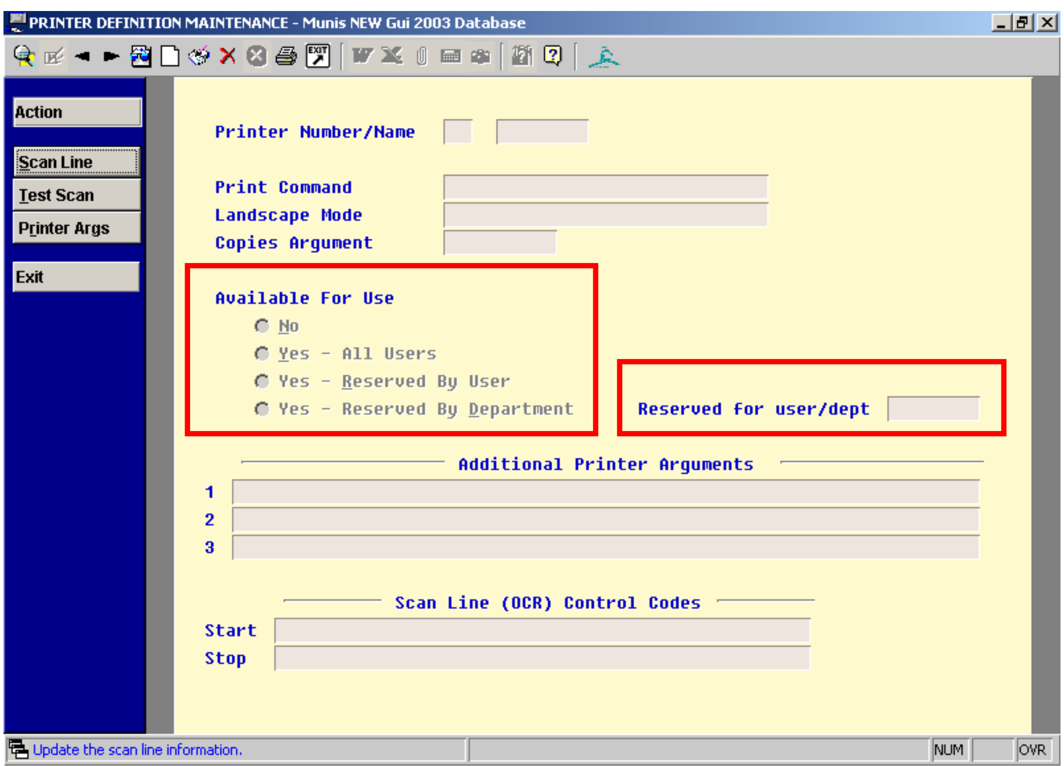
System Administration

mn19932 – New option to reserve printers by department code

Printer Definition Maintenance (spprintr)

Four options to specify printer availability now exist:

- “No” – Select if the printer is not available for use by any employee,
- “Yes – All Users” – Select to have any employee use the printer,
- “Yes” Reserved By User” – Replaces the “Printer Reserved” field. Select to reserve the printer to a specific employee,
- “Yes – Reserved By Department” – Select to reserve the printer by department code. **Note:** The employee must have a department code attached (in the “Department Code” field in ID CODE MAINTENANCE) to use this option.



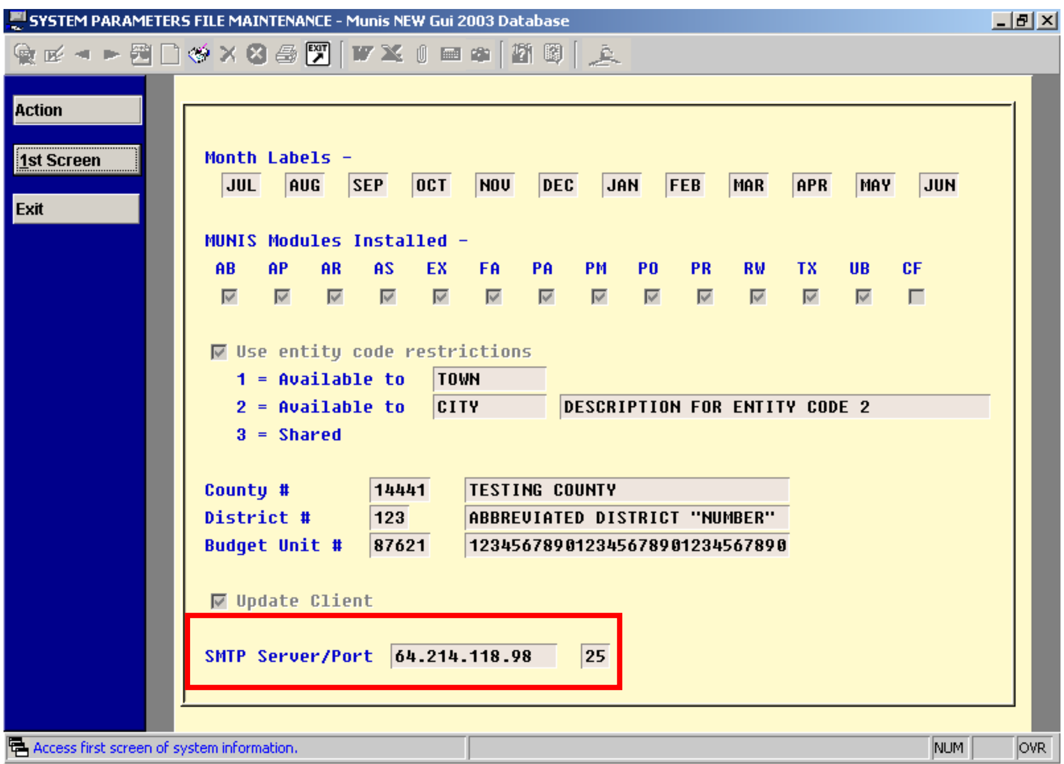
Spool File Maintenance (spsplmnt)

This program has been modified so that when selecting a file to print and choosing *Y=Print* or *Z=Print Range* and selecting a printer, a popup box indicates if that printer is reserved by a particular employee / department.

mn40221 – New field added to enter Email server

System Parameters File Maintenance (spsysrec)

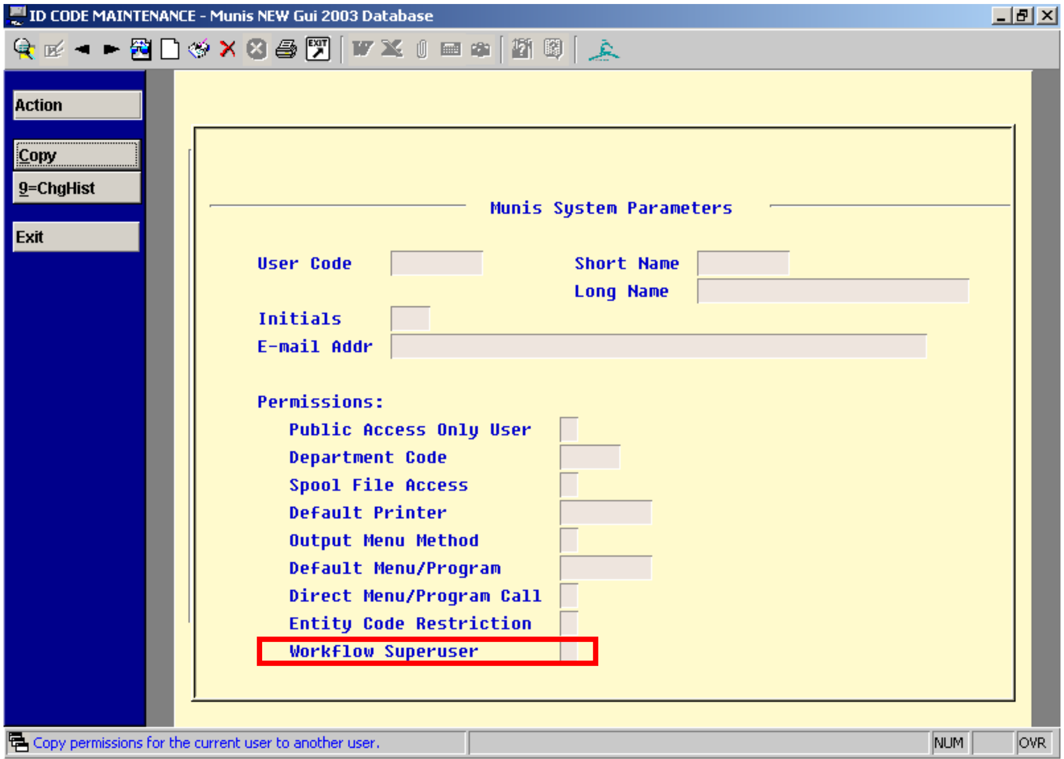
When selecting *2nd Screen,* a new field, "SMTP Server/Port" has been added. Use this field to enter an SMTP outgoing Email server. **Note:** To utilize E-mail functionality within certain MUNIS programs (e.g., Permits and Code Improvements), this field must be filled in.



mn41527 – New field to set employee to Workflow Superuser

ID Code Maintenance (spidcode)

A new field, "Workflow Superuser" has been added to the A. SYSTEM PARAMETERS option. This field must be set to "Y" for an employee to access the WORKFLOW PENDING ACTION FM program.



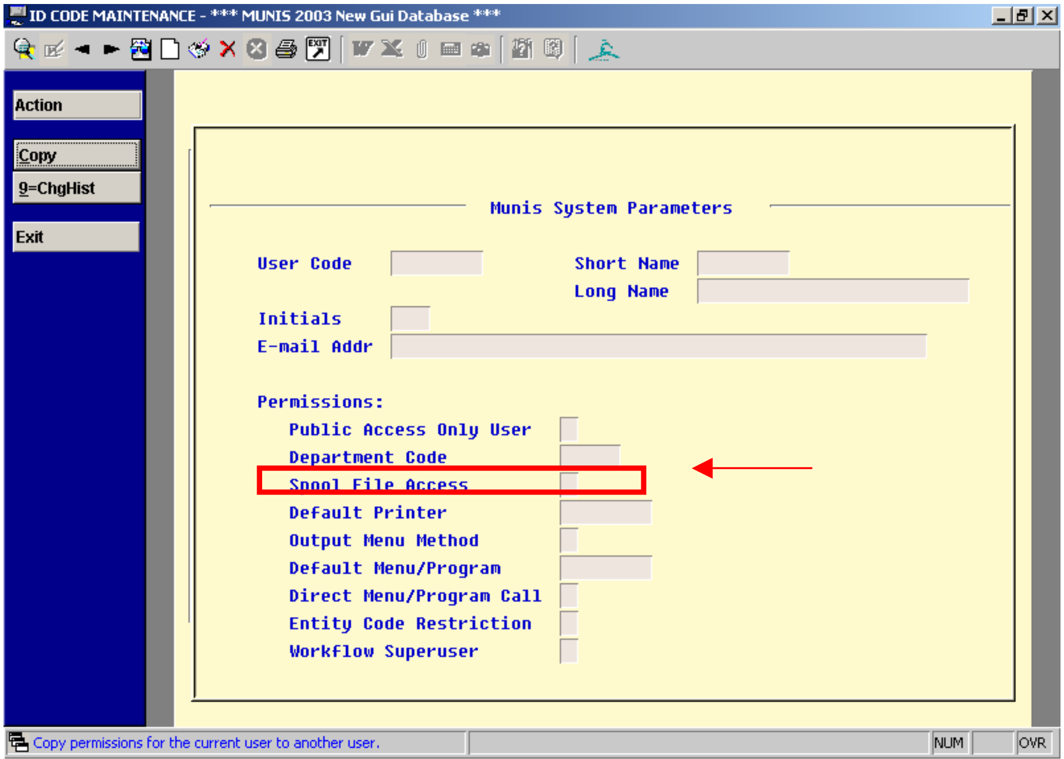
mn41782 –Modification to spool file view/maintenance

ID Code Maintenance (spidcode)
Spool File Maintenance (spsplmnt)

In the ID Code Maintenance program, option A. System Parameters, the field "Full Spool File Access" has been renamed "Spool File Access". This field accepts options (F)ull, (P)ersonal or (D)ept. These options are also used in the Spool File Maintenance program:

- "F" – Full access, to view/maintain all spool files (same as previous option "Y"),
- "P" – Personal access, use to view/maintain your own spool files (same as previous option "N"),

- "D" – Department access, use this new option to view/maintain spool files associated with employees with the same department code (defined in the ID Code Maintenance program).



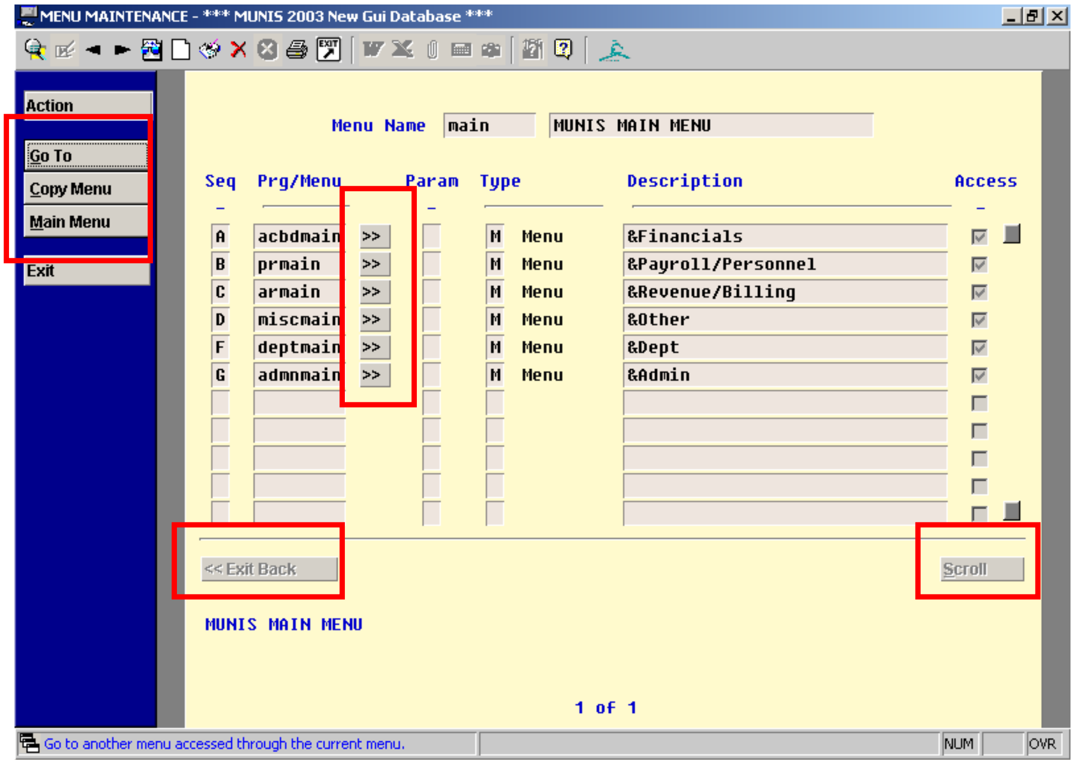
mn43794 – Modifications to Menu File Maintenance program

Menu File Maintenance (memenumn)

Modifications to program:

- The *Scroll* side menu option has been moved to a button on the screen.
- The side menu hotkeys are highlighted with underscores.
- Scroll buttons (">>") have been added. These buttons direct you to another menu within the program. Use the "Exit Back" button to move back one menu.

Menu File Maintenance

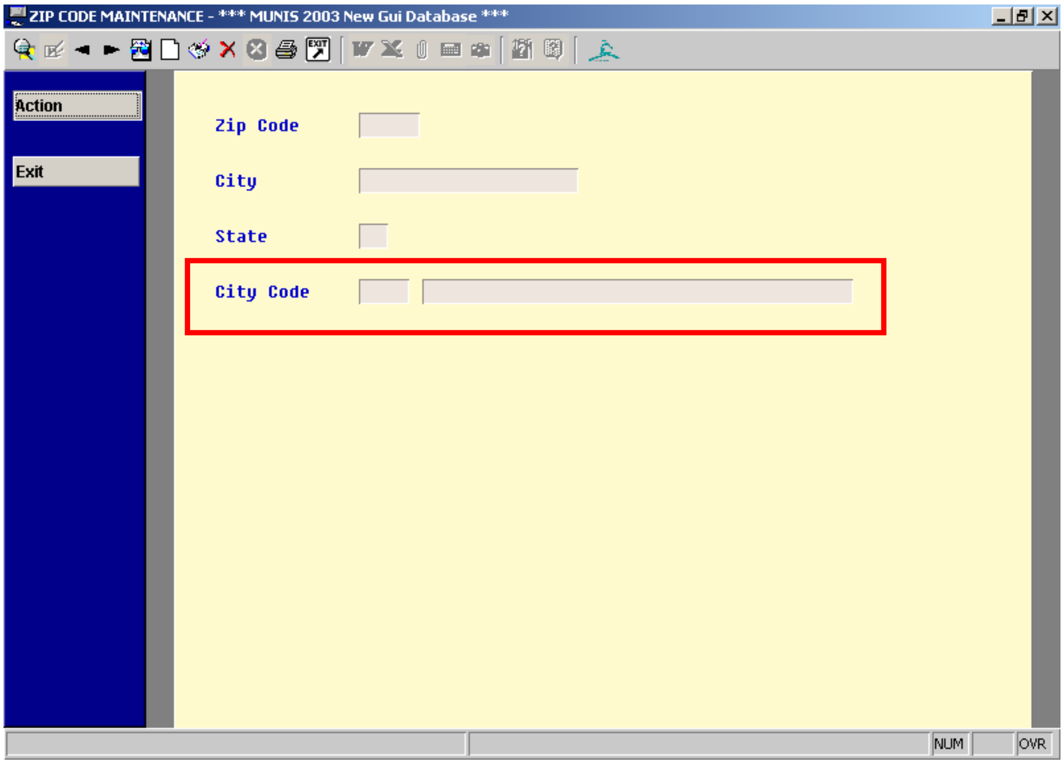


mn44356 – New field called "City Code"

Zip Code Maintenance (spzipmnt)

A new field, "City Code" has been added. Use to attach a city code (defined in the AR MISCELLANEOUS CODES program) to a particular zip code.

Zip Code Maintenance



mn44720 – Centralized Department Code Maintenance

Overview: The 2003 release introduces a centralized department file maintenance option. Why is this important? In addition to facilitating the control and maintenance of the new Workflow functionality, the option provides a "single point" for department maintenance.

With this release, the System Department Code File becomes the Master "Parent" file for all department codes used within MUNIS.

System Department Code File Maintenance (spdepcod)

The SYSTEM DEPARTMENT CODE F/M program is now used to maintain department codes at the system level for all modules. The screen includes a checkbox and drilldown button combination for each of the subsidiary or product specific "child" files.

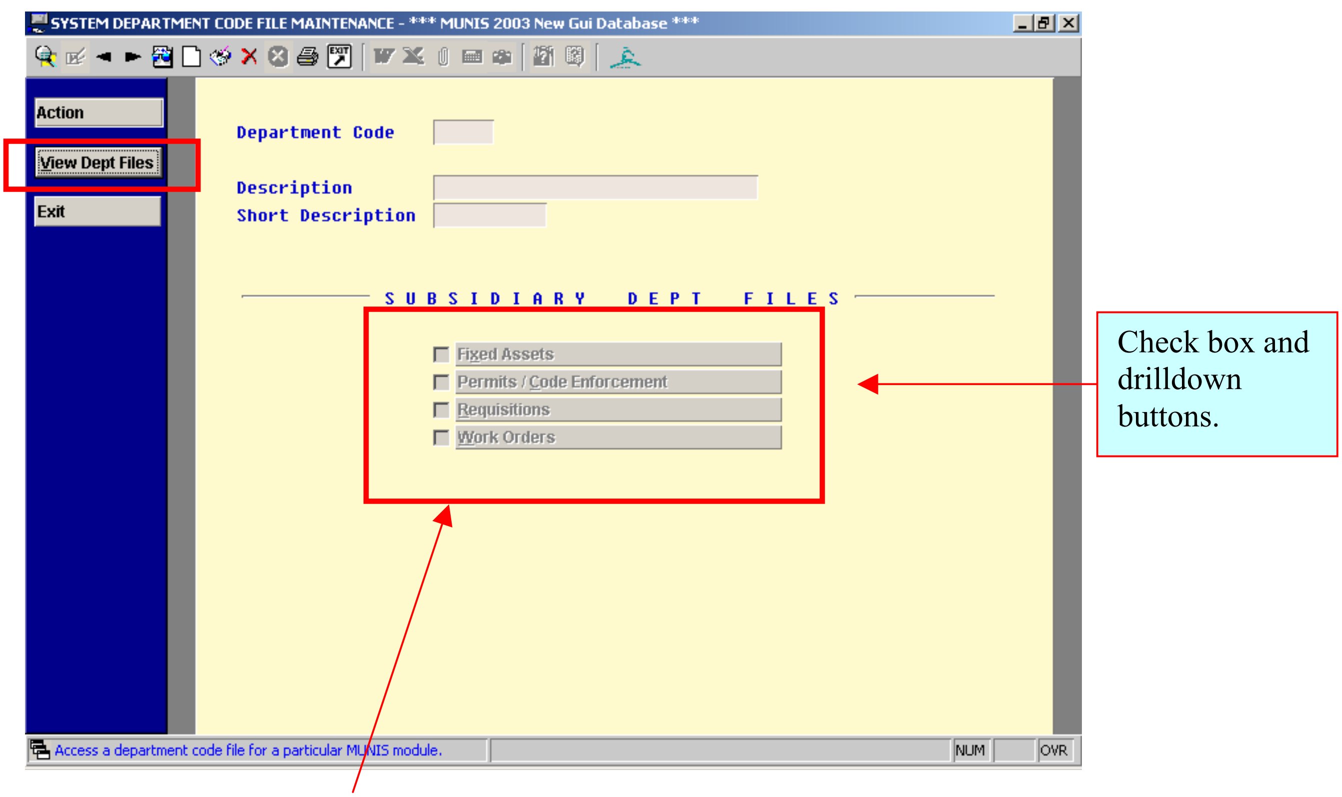
- If the checkbox is unchecked, then the code is not found in that module's "child" file. The corresponding drilldown button will run the appropriate module's F/M program in an auto-add mode for the current code.

- If the checkbox is checked, then the code is stored in that module's "child" file. The corresponding drilldown button will run the appropriate module's F/M program in which the user can maintain the code.

Important! A Department Code cannot be deleted at the system or "parent" level until it has been individually deleted from all of the subsidiary or "child" files.

This program includes a side menu option, *View Dept Files.* With this option, you can run any of the individual "child" Department Code file maintenance programs.
Note 1: This option differs from the screen's drilldown buttons in that the drilldown buttons restrict maintenance to the current system code.

System Department Code FM Program



With the 2003 release, the following files are now considered subsidiary or "child" files to the "parent" system file:

- Fixed Assets Department Code F/M,
- Permits & Code Enforcement Department Board F/M,
- Requisitions Department Code F/M, and

- Work Order Department Indirect Labor Rate F/M.

Note 2: While the System Department Code F/M offers centralized access through "View Dept Files", individual module's Department Code F/M programs (FA, P&CE, RQ, WO) are still individually accessible from each of those module's menus.

Important points:

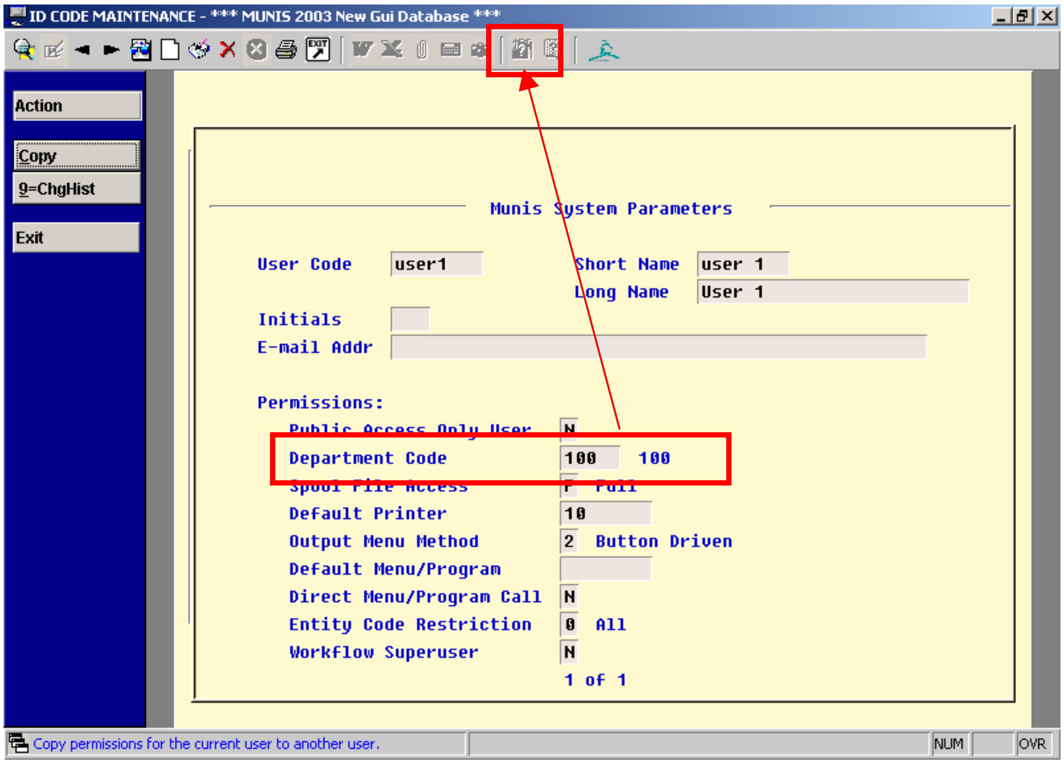
- A/R MISCELLANEOUS CODES F/M is no longer used to set up miscellaneous department codes used for General Billing or Miscellaneous Cash receipting. Any programs that used these miscellaneous department codes have been modified to reference the "parent" system table. Any new codes needed should be created through SYSTEM DEPARTMENT CODE F/M.
- WORK ORDER MISCELLANEOUS CODES F/M is no longer used to set up miscellaneous department codes used in the Work Order module. Any programs that used these miscellaneous department codes, including WORK ORDER DEPARTMENT INDIRECT LABOR RATE F/M, have been modified to reference the "parent" system table. Any new codes that are needed should be created through SYSTEM DEPARTMENT CODE F/M.
- Any Accounts Receivable, General Billing or VA Income Tax programs that previously referenced the department codes set up through REQUISITIONS DEPARTMENT CODE F/M have been modified to reference the "parent" system table.

Other important considerations:

ID Code Maintenance

- In ID CODE MAINTENANCE, option A (MUNIS System Parameter), *Help* functionality now exists for the department code field based on the codes in the "parent" system file. If not blank, then this code must exist in the "parent" system file. Previously, the help was on the "child" subsidiary Requisitions file and there was no validation on the entered department code.

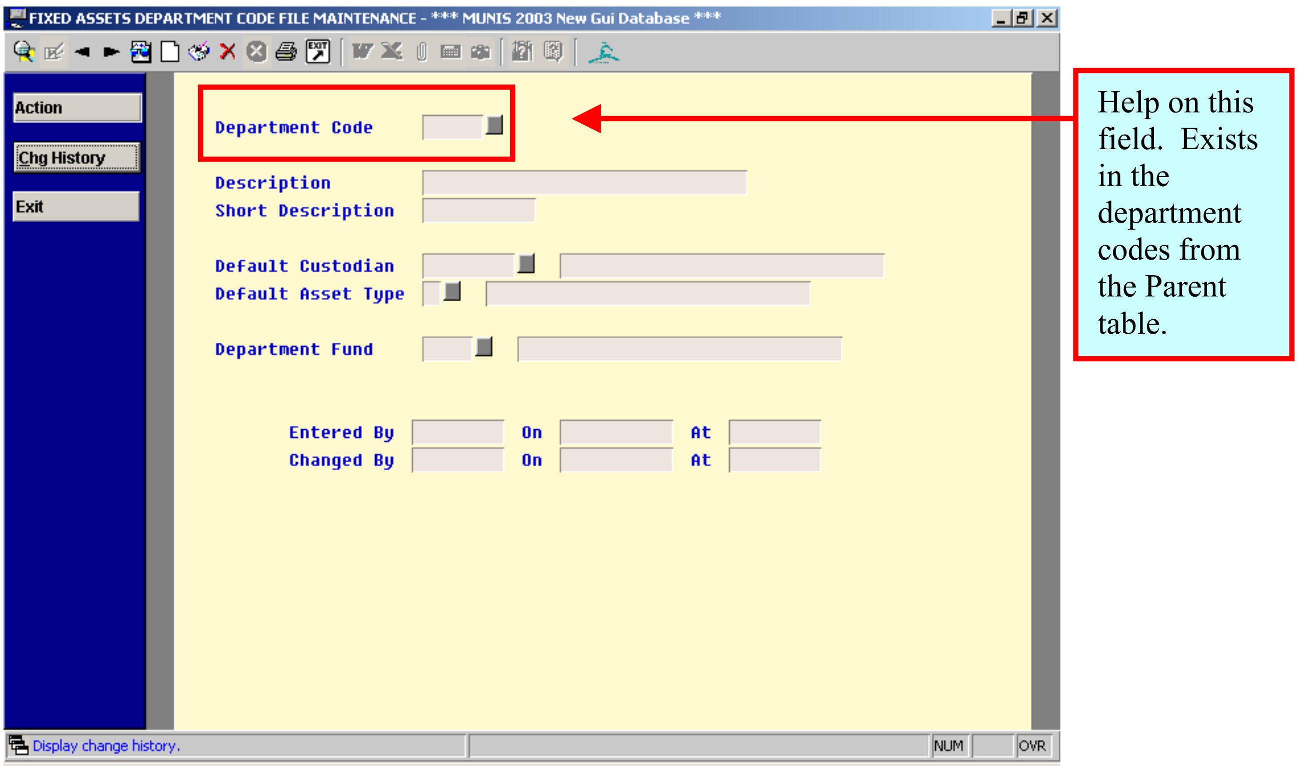
ID Code Maintenance – A. System Parameters screen



Fixed Asset Department Code F/M

- When adding a new department code through FIXED ASSETS DEPARTMENT CODE F/M, *Help* functionality now exists for the department code field. It is on the department codes existing in the "parent" system table.
- **Note:** You can choose to use an existing code or to add a new code. If a new code is added, then this code is automatically added to the "parent" system file as well as the Fixed Assets "child" file. You can maintain a code's description fields only if the code is not being used in another module's "child" file, otherwise, the descriptions must be modified through SYSTEM DEPARTMENT CODE F/M.

Fixed Assets Department Code F/M screen (child program)

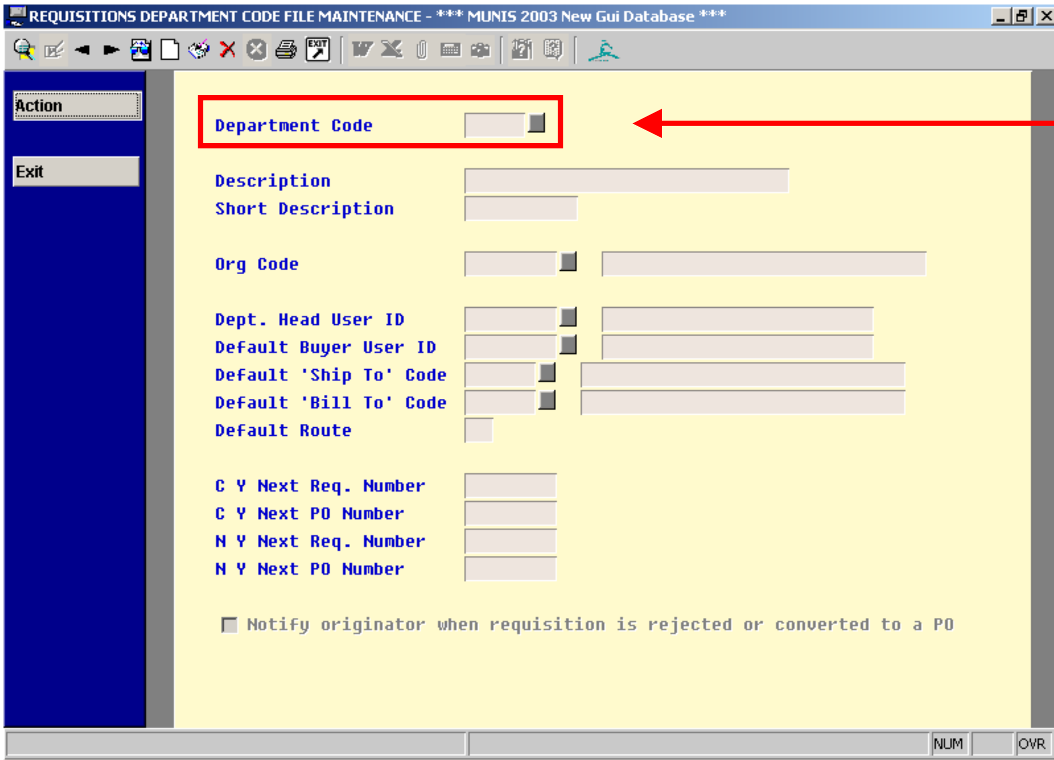


Requisitions Department Code FM

- When adding a new department code through REQUISITIONS DEPARTMENT CODE F/M, *Help* functionality now exists for the department code field. It is on the department codes set up in the "parent" system table.

- **Note:** You can choose to use an existing code or to add a new code. If a new code is added, then this code is automatically added to the "parent" system file as well as the Requisitions "child" file. You can maintain a code's description fields only if the code is not being used in another module's "child" file, otherwise, the descriptions must be modified through SYSTEM DEPARTMENT CODE F/M.

Requisitions Department Code F/M (child program)



Help on this field. Exists in the department codes from the Parent table.

For a comprehensive look at the spooled report created upon installation of the 2003, please refer to the "Of Special Interest" document – Report Sample of Department Code Spooled Report".

Workflow

Programs incorporating Workflow (with associated Business Rules)

Accounts Receivable

Program	**FER #**	**A/N**	**Required Business Rule (s)**	**Additional information**
A/R Refunds & Reversals (arrefrev)	mn43245	N	RRB	Notification sent when an A/R Refunds & Reversals batch has been *Output-Released*.
			RRF	Notification sent when a bill with a credit balance has been successfully refunded.
			RRV	Notification sent after a receipt has been reversed.
Bill Refund Processing (arrefund)	mn43243	N	RFB	Notification sent when a batch is output and released.
			RFN	Notification sent when adding a refund record.
		A	RFA	Approval request generated when a refund record is added.
Payment Entry (arcshrct)	mn44692	N	PEO	Notification sent when releasing or un-releasing a batch with specific information relating to the batch including: batch number, total amount, clerk, number of receipts and effective date info.
Payments Journal & Post (arpstrct)	mn45100	N	PJN	Notification sent when batch has been *Output-Posted.*
Process Lockbox File (arlckbox)	mn43246	N	BOX	Notification sent when a successful *Process* has been completed with no errors.

Financials

Program	FER #	A/N	Business Rule	Additional information
Budget Amendment Entry (bgamdent)	mn44497	N A	BGA	The employee creates a budget amendment (BUA) and it has a status of "HELD" (displayed in the new field on the Budget Amendment header screen). Release the budget amendment. The status is updated to "Pending Approvals". All step 1 approvers are notified. If step 1 is approved, then step 2 is notified and so on. The approver can approve the budget amendment either by clicking "Approve" and then "OK" in their Messenger inbox, or in the Budget Approvals program and update the BUA to "A"pprove. After all the approval steps have been met, the budget amendment is at "APPROVED" status. Once "APPROVED", it can be *Output-Post*. **Note:** If the "All approvers at this level are required to respond" field is checked in the Workflow Business Rule Maintenance program, then all of step one employees need to approve before it will move on to the next step. If at any time the budget amendment is rejected, the approval process stops. The BUA is set back to a status of "HELD". This is so the rejected BUA can be re-released, updated or deleted. It can then be re-released and the approval process starts over.
Contract Entry/Maintenance (cmentpst)	mn44500	A	COE	When releasing (*Release)* a contract for approval, you can approve the contract via the Workflow MUNIS Messenger Inbox. The side menu option *Z=Appr-Trail* has been renamed to "Approvers". Select to view the workflow activity.

Enter Inventory Counts (inactual)	mn43688	N	INV	Notification sent when an inventory item has reached its reorder point.
Inventory Item File Maintenance (initmmst)	mn43688	N	INV	Notification sent when an inventory item has reached its reorder point.
Pick Ticket (inticket)	mn43688	N	INV	Notification sent when an inventory item has reached its reorder point.
Purchase Order Entry (poentpst)	mn44499	N A	POE	To approve purchase orders using Workflow, you must have the following conditions met: • When adding a purchase order, the "Approved" field must be set to "N", indicating that the purchase order has not been approved, • A business rule (POE) must be correctly added in the WORKFLOW BUSINESS RULE FM Program • The purchase order must be released (select *Release* on the side menu option). After the purchase order has been released for approval, you can choose to approve the batch from the MUNIS messenger inbox (see Workflow manual for reference information regarding this functionality). **Note:** After the batch is approved, the "Approved" field is automatically changed to "Y". In PURCHASE ORDER INQUIRY, The *Z=Conv Appr* side menu option has been renamed to "Approvers" and modified to display the workflow activity that exists for a particular purchase order.
Requisition Entry (rqentpst)	mn42711	N A	REQ	To approve Requisitions using Workflow, the following conditions must be met: • A business rule (REQ) must be correctly added in the WORKFLOW BUSINESS RULE FM Program, • You must *Release* the requisition. After the requisition has been released, you can approve from the MUNIS messenger inbox (see Workflow manual). You can choose to Approve, Hold,

				Reject or Forward the requisition. **Note 1:** If you update any key fields on the requisition (Department, GL Account info, Amounts, Unit Price, Qty) the workflow process restarts and another approval is needed. **Note 2:** To restart the Workflow process, all requisition changes MUST be made within the Requisition Entry program. **Note 3:** The *Approvers* side menu option displays all workflow activity.
Roll/Merge Projection (bgrollmg)	mn44484	**N**	BGR	Notification sent when a budget projection has been rolled to a new approver level.
Transaction Entry/History File (intrhist)	mn43688	N	INV	Notification sent when an inventory item has reached its reorder point.
	mn43788	N	INB	When receiving (through PO Receiving File Maintenance) an item on back order, a notification is sent. When you issue a Pick ticket with an amount in the back order column, this generates a backorder pick ticket for that inventory item. No notifications are sent if the inventory is adjusted in. It is only sent when receiving the item.

Payroll/Personnel

Program	FER #	A/N	Business Rule	Additional information
Time/Attendance Entry (prtimatt)	mn43713	A/N	PRT	After a Daily Time /Attendance batch has been added and is ready for approval, select "Release" to release the batch to the "Approver(s)". Each Approver verifies the batch, and selects "Approve".
Generate Earnings/Deductions (prgenddp)	mn43713	A/N	PRG	A *Notify* side menu option has been added to the program for Workflow functionality. If Workflow is used in this program, only batches that are Approved ("Status" flag "Y" in Time/Attendance Entry) for that payroll run and warrant are included in the *Generate*. Once the *Generate* is done (select *Execute*), then the "Posted" field in Time/Attendance Entry updates to "Y"es (for posted batch). If Workflow is not set up, then the all batches are included in the Generate, even batches not Approved.
Generate Earnings/Deductions (prgenddp)	mn43714	N	PRG	A *Notify* side menu option has been added to the program for Workflow functionality. When all batches have been generated, the *Notify* option may be selected. A text box appears stating that notification will be sent to other assigned users and then asks to send notifications. When "Yes" is selected, notifications are sent to the MUNIS Inbox or E-mail, depending on the set up for this functionality.
Employee Update (prempupd)	mn43714	N	PRU	A notification is sent if an Employee Update is completed.
		N	PRX	If a *Reversal* is run in the program and then *Update* is run again, a notification is sent once again. If an error occurs in the *Update* process, an Error notification is sent rather than the Update notification (PRX).
Check Register (prchecks)	mn43714	N	PRC	A notification is sent when a check is printed for Payroll Checks. The general message is: "Checks printed for Warrant xxxx Type xxxx". **Note:**

				When printing the checks, a notification is sent only when the *Print* option is used from *Output*. A notification is not sent on reprinted checks.
			PRA	A notification is sent when a check is printed for Payroll Advices. The the general message is: “Checks printed for Warrant xxxx Type xxxx”. **Note:** When printing the checks, a notification is sent only when the *Print* option is used from *Output*. A notification is not sent on reprinted checks.
			PRV	A notification is sent when a check is printed for Vendor Checks. The general message is: “Checks printed for Warrant xxxx Type xxxx”. **Note:** When printing the checks, a notification is sent only when the *Print* option is used from *Output*. A notification is not sent on reprinted checks.
			PRD	A notification is sent when a check is printed for Vendor Advices. The the general message is: “Checks printed for Warrant xxxx Type xxxx”. **Note:** When printing the checks, a notification is sent only when the *Print* option is used from *Output*. A notification is not sent on reprinted checks.
Post Proj Data to Budget (pjbuddet)	mn43714	N	PJB	A notification is sent when the budget details are posted.
G/L Distribution Journal/Update (prjournl)	mn43714	N	PRJ	When the journal is posted to the General Ledger, a notification is sent.
Direct Dep Register/Media (pradvreg)	mn43714	N	PRR PRE	Notification is sent after 2 types of checks are generated; 1) for Employee checks and 2) for vendor checks.
Actions Entry (pmactpen)	mn42923	**A/N**	PMB	Approval request generated when the “Action Cat” type is “B” - (Benefits Change).
			PMN	Approval request generated when the “Action Cat” type is “N” - (New Hire).
			PMS	Approval request generated when the “Action Cat” type is “S” - (Salary Change).

INDEX
By Program Name

By Program Name